

A COMMON SENSE GUIDE  
TO SELECTION OF A  
COMPUTER  
SYSTEM







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# A COMMON SENSE GUIDE TO SELECTION OF A COMPUTER SYSTEM

## *Foreword*

*A vast amount of computer equipment is being dumped on the Australian landscape. The glossy advertisements illustrate microcomputers everywhere. Hurtling through space. Nestled on the moon's surface. Artfully sharp in a 21st century space home. Peering out from foliage in a contrived jungle setting. Just occasionally they are even depicted in a practical business environment.*

*How does a business person with little appreciation of this new technology go about rationally deciding what is for the best? Is a computer necessary? How should it be evaluated? Is one 'system' as good as another? What are the pitfalls? How is a selection criteria established? The task of selecting an appropriate computer system from the plethora of possibilities is not easy, but it need not be prohibitive. What is needed is common sense information.*

*Understandable and objective answers to the many questions you no doubt have are provided in this Common Sense Guide to the Selection of a Computer System!*

VARIANCES: In accordance with our policy of continual improvement there may be variances between the description of software contained herein and actual software supplied. Please contact your supplier or 6S for clarification, prior to purchasing, if considered necessary.

ERRORS AND OMISSIONS: Every effort has been made to ensure accuracy of content in this publication. However, owing to frequent changes in technology, general computer procedures, and the differences between brands of computers, some suggestions or guidelines may prove to be incorrect. We hereby warn of this possibility and advise that the information contained herein is not to be construed as advice. 6S will bear no responsibility under the head of negligence.

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# ... So You Are Interested In A Computer For Your Business

Unless you are a collector of electronic gadgets we anticipate your real interest is in a **COMPUTER SYSTEM**, for in a business sense, the computer itself is only part of a total system. Things like efficiency, accuracy, and better customer service are among the real interests of forward-thinking business people. And the question being asked by such businessmen is: "What role can a computer system play in achieving my business objectives?" It's a highly competitive world, and forward thinking can be the difference between achieving and failing. This being your case, we welcome your interest.

## Understanding The Jargon

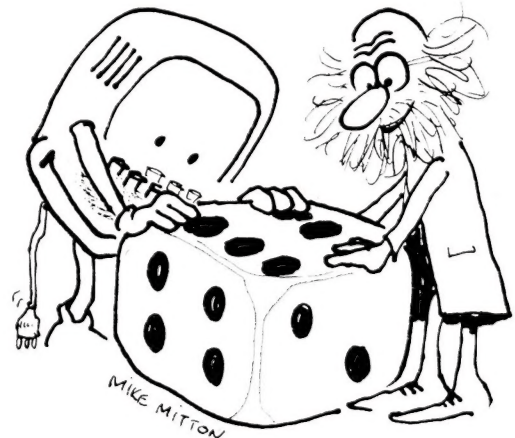
Right from the start in your evaluating computer systems you will be confronted with "jargon" as you deal with suppliers, consultants and other users. Have you had little background in computers? Then the sooner you come to grips with the special terms the sooner you will feel comfortable in your dealings with the experts. Words that may need some explanation in this booklet are listed in a **GLOSSARY** on the back pages. We encourage you to use it as you read.

## Objectives

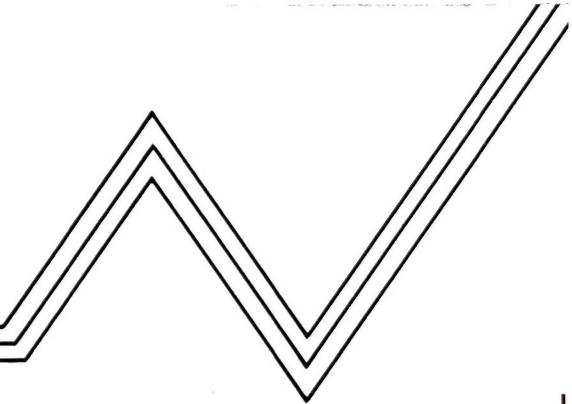
While the information contained herein is only basic, it aims to provide the foundation upon which you can make the decision to computerise or not to computerise your business. Our objective of course, after helping you analyse your business requirements in relation to computer systems, is to put before you the benefits of the Six 'S' Business Pack — a suite of computer

programs for various business applications. We honestly believe that at its common sense price it represents the best value-for-money available to small business. In addition, its application and operation is designed to require a minimal amount of operator training. It requires an operator with common sense, not a degree in computer science. **IN ESSENCE, THE BASIS OF SIX 'S' SOFTWARE IS SIMPLICITY AND ECONOMY, WHILE PROVIDING THE FEATURES YOU NEED TO RUN A SUCCESSFUL BUSINESS.**

Another thing you will no doubt regard as common sense: We consider it vital you get the right computer system for your business requirements. To this end we urge you to compare systems, costs, and results. It is vital, both to you, your supplier and us, that the system you install meets your needs today and in the future. We, and your computer supplier, do not need unhappy clients any more than you need the wrong equipment. We have supreme confidence in the ability and value of 'SIX S' Software in a computer system matched to your needs.







## System Facets

As indicated at the outset, the successful computer installation is a many-faceted thing of which the computer itself is only a small part. The key facets may be briefly stated as:

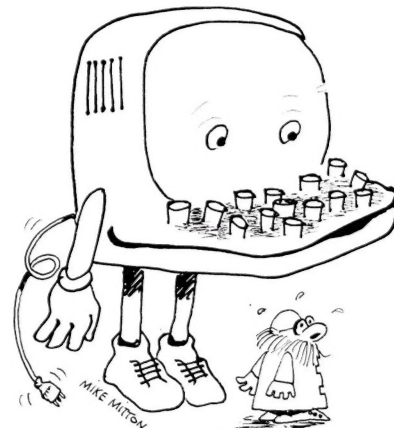
1. The right **HARDWARE**.
2. The right **SOFTWARE**.
3. The right **SUPPLIER**.
4. A planned **IMPLEMENTATION**.
5. The right **ENVIRONMENT**.
6. **FAIL-SAFE METHODS** of operation.

## Motivations

We will enlarge on these facets shortly for they **MUST** influence your evaluation of computers. You will notice however that none of these points cover **MOTIVATIONS** for considering a computer in the first place. Such motives may include:

- \* To increase your business efficiency.
- \* For easier and quicker access to information.
- \* To free yourself or your employees for more productive work.
- \* To utilize better book-keeping and accounting procedures.
- \* To reduce time and effort in compiling monthly accounts.
- \* To control stock and cash flow.
- \* To make you more competitive.
- \* Simply to maintain a modern appearance in a fast-developing business environment.

These are valid and important points. On the other hand though, there are arguments against computerising. These too, need to be considered, as the last thing you want is an erroneous basis for decision. After weighing these negative considerations we may then proceed to examine the six facets of a successful computer installation.



### . . . "I'm Too Small To Have A Computer".

This was true once. Not long ago only the biggest businesses could afford even a calculator. How things have changed! Since the late 70's scores of one-man businesses such as medical practices, engineers, insurance brokers and tradesman have **PROVED** greater profitability and efficiency is possible by computerisation. The key reason is simple. One of Australia's leading business journals recently pointed out that many small businesses fail because the key-man up front ends up "out back" doing the necessary paper work. Possibly you have begun to experience this syndrome. Consequently you lose that vital personal contact on which your business is being built. Also, it frequently happens that the key-man is skilled in his own field, but can lack expertise in book-keeping and accounting pro-

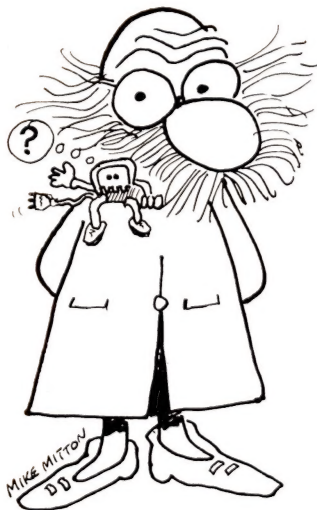
## Negative considerations

cedure. This lack can show up in many ways, but very often it is uncovered when the business gets into difficulties, before it is realised what is happening and why. There is another vital point too: For a one-man business to become a two-man operation it must expand 100% literally overnight. If it is not functioning efficiently before that expansion, successful growth is that much more difficult and fraught with risk.

A wisely used computer system gives:

- The essential time to spend in customer contact.
- The capacity to fully control growth and development.
- Accounting efficiency without being a qualified book-keeper.

**YOUR SIZE, OR LACK OF IT, SHOULD NOT BE A NEGATIVE CONSIDERATION.**



### ... "I'm Only A Small Business, So The Smallest Computer Will Do".

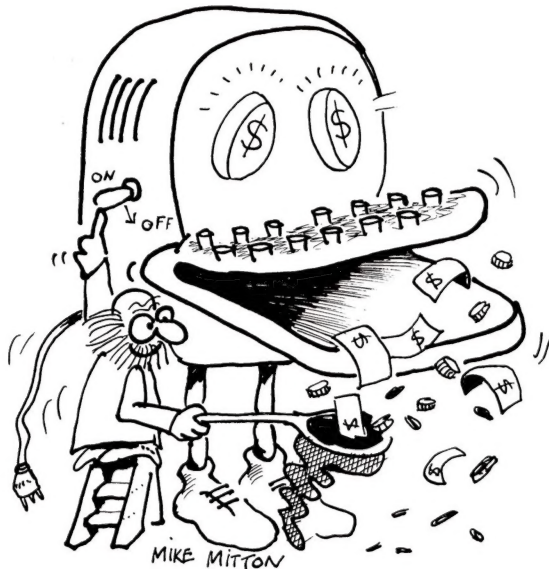
This assumption is wrong much of the time. So much depends on the nature of your business and its capacity for growth. The smallest computer could fill specific needs of a small business, but more often your needs of today fall short of your needs of the near future, particularly as your awareness increases as to how much a computer can really do for you. Economically priced computers can be applied successfully in the "medium" business field. It is not, however, just the volume of information carried, but rather the scope and quality of that information which must be considered. The smallest computer, even if it can cope with a small business volume, will likely not offer the range of information or ability to correlate facts that will become increasingly important. These aspects are developed later in the consideration of hardware and software selection criteria.

**BOTH STORAGE VOLUME, AND PROCESSING FACILITIES MUST BE GIVEN CAREFUL CONSIDERATION.**

### ... "A Computer Won't Help Me Make Money".

It's you the tradesman, professional man, business man, or entrepreneur who earns the money — but good money cannot be earned without the right tools. A computer is simply a tool, and a most valuable one, because it provides the facts and analyses upon which you make your decisions. This prevents the "if only I'd known





sooner” syndrome that has sent business failure to epidemic proportions.

If you know of a situation where a computer is not helping its owner make money there is a good reason for it. Perhaps the user has gone into computerisation without a correct appreciation of the services that equipment can and should supply, whether by his own poor judgement or from being misled. Over the years we have come across some really sad stories of poor computer installations: some the result of ill-consideration, others misrepresentation, and often a bit of both. As many as 1 in 5 computer buyers is **DIS-SATISFIED** with the purchase! There is obviously a need for caution, but let's not throw out the baby with the bath water! Four in five computer owners **ARE SATISFIED** and agree a computer's value far exceeds its cost.

A computer does not make money, it **HELPS YOU** make money, as does any tool well used by a skilled person.

... “I Would Need Specialised Training Or A Special Operator To Use A Computer”.

Those days thankfully are gone!

You or one of your office staff can work with a computer after only a couple of hours basic guidance. However, it does not mean you will get the most out of the computer. Much depends upon the machine, the supplier and your own familiarity with business systems. Some systems require substantial operator training (or “hand-holding” as it is often referred to) before full potential can be realised. Others require very little training — but how thoroughly do these systems provide information or perform tasks? Ease of operation is not necessarily a good sign, as it might indicate that the system is not complex enough to give the results you need.

## More Negative Considerations

What is needed is a system **SIMPLE TO OPERATE, REQUIRING MINIMAL TRAINING** with the **POWER** to fill your needs. It is important also to note that a certain **APTITUDE** and **ATTITUDE** is manifest by the better computer operators. When the volume of work to be processed makes operation of the computer a full-time job, do not underestimate the contribution made by a suitable operator.

### ... "A Low Cost Computer Is Not Efficient".

Strangely, there is no such thing as an inefficient computer (broadly speaking). However, there is frequently the misapplication of a computer to a particular task. The lowest cost computers in a business environment will likely perform only basic tasks. You need a computer to fill **ALL** your needs today, and leave capacity for expansion in the foreseeable future.

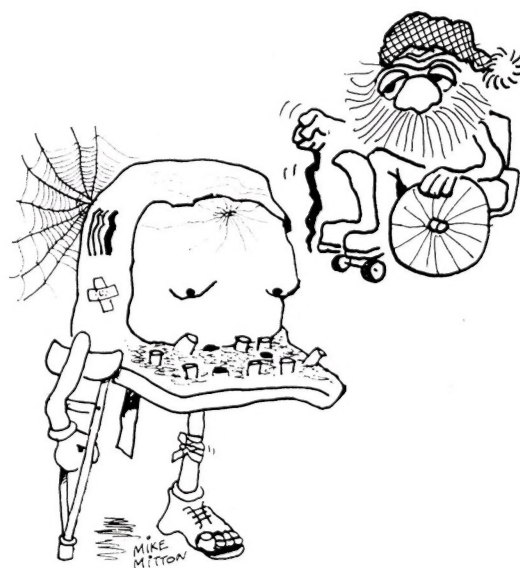
This kind of efficiency is certainly available today, at reasonable cost.

### ... "Computers Cost Too Much!"

What doesn't? You must relate the application of the computer to the services it provides. Compare the cost of other means of obtaining similar results. Measure **VALUE**. The cost should be outweighed by the greater efficiency and productivity gained. It is possible to pay too

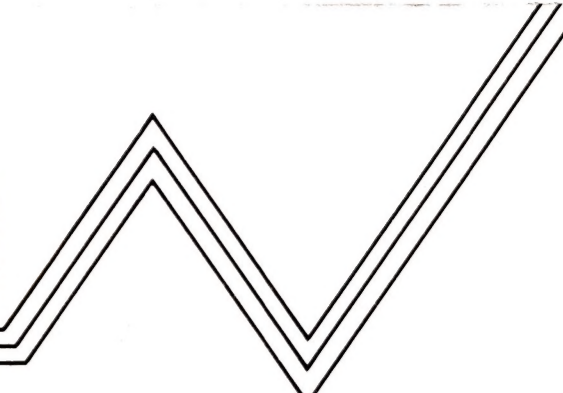
much for your computer. You pay too much if you get the best "deal" and the computer does not do what you require of it; a computer that has a far greater capacity than you can ever use is also too expensive. You can buy a low priced computer with the intention of developing your own programs, or having them developed especially for you, and find out that the computer price was only the down payment — to be followed by an arm, a leg, and possibly your business. The onus is on you to find **VALUE FOR MONEY**.

There are numerous systems suitable for small business at realistic prices. Authorities say that **'THE COMPUTER INDUSTRY HAS CREATED AN ENTIRELY NEW CATEGORY OF COST-EFFECTIVE BUSINESS EQUIPMENT.'**



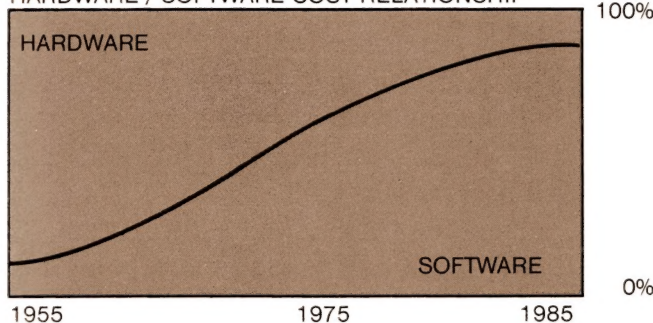
... "I Should Wait Until Computers Become Still Cheaper".





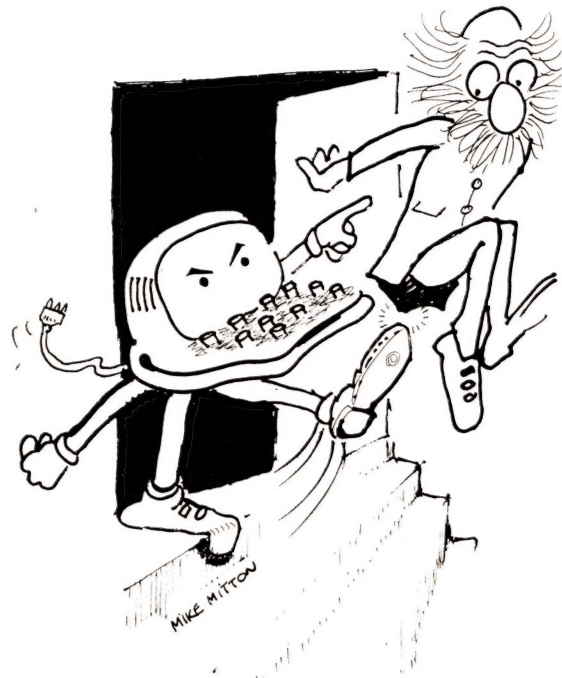
The cost of micro-computer hardware will decrease marginally in the future. We all anticipate greater power and capacity per dollar cost with continued development of computer system design. The price advantage, however, could well be outweighed by the escalating cost of software. The chart illustrated is based on facts disclosed at a recent top-level computer conference.

HARDWARE / SOFTWARE COST RELATIONSHIP



Even allowing for the cost of a computer system to decrease by as much as 20% per annum, the dollars saved by waiting will generally be much less than the dollars lost in not computerising, if your business needs are real. Apart from this, the philosophy of waiting for the world to 'build a better mousetrap' could well spell downfall for a business. The fact is that computers **NOW ARE** a force in business, are already reasonably priced, and could well be the competitive edge that your business needs — or the competitive edge you give away ....

**THERE IS LITTLE LIKELIHOOD THAT THE POSSIBILITY OF DOLLARS SAVED BY WAITING FOR COMPUTERS TO BECOME CHEAPER WILL COMPENSATE FOR THE COMPETITIVE EDGE YOU WILL NO DOUBT LOSE.**



### ... "Computers Put People Out Of Work".

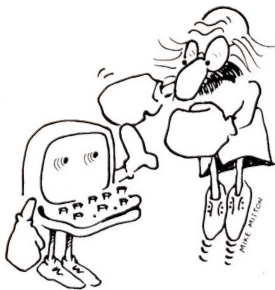
In the context of small business this is not necessarily any more correct than saying computers put businesses out of business. The fact is that **GOOD PEOPLE ARE THE GREATEST ASSET IN BUSINESS.** You **COULD** use a computer to put some-one out of work, but if you go into computerisation with this objective you have your priorities all wrong. Computerisation should allow wiser use of human resources. Considering the total cost of a computer system today, if a business has to lay off staff to pay for a computer then it really can't afford the computer in the first place. If the computer's contribution does not at least equal its cost how can its purchase be justified? Competition in all forms of business today demands that new heights in



## Those Six Facets . . .

customer satisfaction be attained, and the business which employs its staff to this end is voted most likely to succeed. Simply stated, computerisation allows you to make better use of your own time and that of your staff. It has long been said by management consultants that sales are made not just by sales staff, but by all staff contributing to customer satisfaction.

**COMPUTERISATION PROVIDES EXISTING STAFF NEEDED TIME, AND MANAGEMENT NEEDED FACTS TO SUCCESSFULLY COMPETE IN THE 80'S.**



**AFTER WEIGHING THE NEGATIVE ASPECTS, THE RIGHT THINGS CAN BE SIMPLY SUMMARIZED:**

1. Most businesses can gainfully use a computer. A suitable computer system can supplement your business activities freeing staff for revenue-producing functions. It can also provide decision making facts with the highest degree of speed and accuracy.
2. Computerisation is now well within the financial means of even the smallest business, and is an economically viable consideration.

The six key facets of a **COMPUTER SYSTEM** were introduced earlier. It is now appropriate to look at each of these facets again, this time listed with a simple definition:

1. The right hardware — to meet your needs, provide for reasonable growth, and perform reliably for its economic life.
2. The right software — to increase your operating efficiency and provide the information you need.
3. The right supplier — one who instills confidence and whose promises are supportable with successful installations and satisfied users.
4. Planned implementation allowing time for testing and familiarisation before going live.
5. The correct environment — not only where the system is located but how and by whom it is used.
6. A fail-safe operating plan — ensuring that any vulnerability in computer usage is considered and protected.

Let us now examine each facet in detail.





# Facet 1: The Computer Hardware



Hardware is simply all the hard components that make up a computer system. They may be broadly classified as follows:

## The Computer Itself

This is made up of the CENTRAL PROCESSING UNIT (CPU) or brain of the equipment, usually a single silicon chip with a code name such as 6502, Z80, 8088, LSI11, 68000, and so on. Connected to the CPU are two sources of memory. READ ONLY MEMORY (ROM) contains the permanent instructions the CPU must have to guide its operation. RANDOM ACCESS MEMORY (RAM) is the basic work area of the CPU into which user programs are loaded for execution and where data is manipulated and operated on according to the program instructions. ROM is largely the manufacturer's worry. RAM is your concern as this governs the complexity of work your computer will perform. Experience will show that very few efficient programs require less than a 48K RAM (1K = 1024 Bytes or Characters, but is loosely equated with 1000) capacity, and more generally 64K could be said to be a suitable minimum for business purposes.

## The Peripheral Devices

These are all those gadgets which attach to the computer itself to enable the user to either communicate with, or make use of work done by the computer. Primary peripheral device is the VISUAL DISPLAY UNIT (VDU). This device consists of a screen, and keyboard very similar to a normal typewriter. A good computer system

“interacts” with the user through the VDU. That is, the computer will display on the screen what it is capable of doing. It might also ‘prompt’ the user by stating on the screen what it would like you to do to enable it to get on with its tasks. The keyboard is used to type in the user's instructions. In the future, we are told, we will be able to speak to the computer and it will act on these spoken instructions. This is yet another ‘nice to have’ like the 20 hour working week, retirement at age thirty, and other computer devices available in ‘two weeks’.

## Disk Storage

MASS STORAGE of data is available using various peripheral devices in which the computer stores information and retrieves it as required. Perhaps the most basic of systems is the magnetic tape cassette, such as is used in a conventional cassette tape player. However cassette systems are extremely slow and inefficient. The smallest device suitable for business usage is the FLOPPY DISK. A FLOPPY DISKETTE is a small flat flexible disk either about 5 inches or 8 inches in diameter and housed in a flexible square cover. These diskettes are inserted into a DISK DRIVE which is connected to the computer. The program the user wishes to execute is usually on a diskette and is read by the computer into the RAM to be acted upon. All data or information generated by program execution is then stored back on the diskette for re-use as required. While the larger 8 inch diskettes hold a great deal more information, the smaller disk drives have enjoyed great popularity for their low cost, and many good quality programs can be run using two 5 inch disk drives. There are even smaller “micro-

## More Facet 1: The 'Hot Potato'

disks" currently becoming available which boast great storage potential. Because of the critical nature of the work these devices do, mass storage devices should always be evaluated in relation to reliability and serviceability, not just capacity. As an alternative to the floppy disk, **HARD DISK** systems are available which provide for massive data handling and are certainly worth considering on a cost/efficiency basis. For normal business applications use of **HARD DISK** is frequently the most viable.

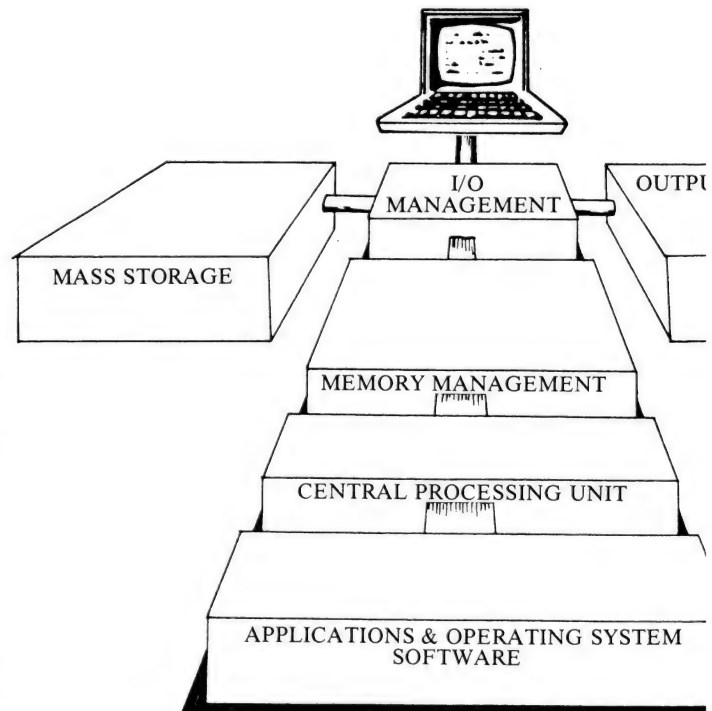
### Printer

The other key peripheral is the **PRINTER**. No business system is complete without a suitable medium for producing a printed copy of work processed by the computer. Printers range considerably in price from low-volume/low-quality, to high-volume/high-quality. Reliability and speed are often related to price, and care should be exercised in selecting a printer which has the quality and capacity you require.

**THERE IS AN ABUNDANCE OF QUALITY COMPUTER HARDWARE AVAILABLE TODAY.** It may sound surprising, but hardware brand may prove relatively insignificant. What is significant is the matching of the equipment to your task. For example, some systems are outstanding in manipulating colour graphics, but sacrifice certain facilities necessary in an efficient business system.

### The Hardware 'Hot Potato'

Each major advancement in technology brings with it a **NEW GENERATION** of hardware capability. What are significant criteria in selection?



### ABSTRACT COMPUTER DESIGN

The number of data bits or data flow paths that the CPU can work with at any one time is one key measurement in a computer's **RAW PROCESSING POWER**. Most current microcomputers in common use are in fact **8-BIT** computers, that is, they can process 8 bits of data at a time. The most common 8-bit CPU's are the 6502 and the Z80. There are dozens of well known and highly respected proven machines around using either of these processors, or their enhancements. At this time a flood of new 16-bit computers are entering the market claiming to be the '**NEXT GENERATION**'. Caution is necessary though, for things are not always what they seem. For example some of these new machines use a 16-bit processor with the internal





architecture to handle 16 bits, but still only have an external data path of 8 lines (or 8 bits wide). This can result in hardware which is 'next generation' by name but with actual performance not far removed from existing 8-bit CPU's. Already full 32-bit microcomputers are in the pipe-line, and who knows what is around the corner.

PROCESSING SPEED also varies from machine to machine. So some 8-bit computers run at 1 MHz, others at 4 MHz. We are talking in measurements of millionths of a second! 16 and 32-bit machines can run at twice these speeds and more.

## Is it the wise course to allow Raw Processing Power and Speed to dictate your hardware selection?

Consider two things:

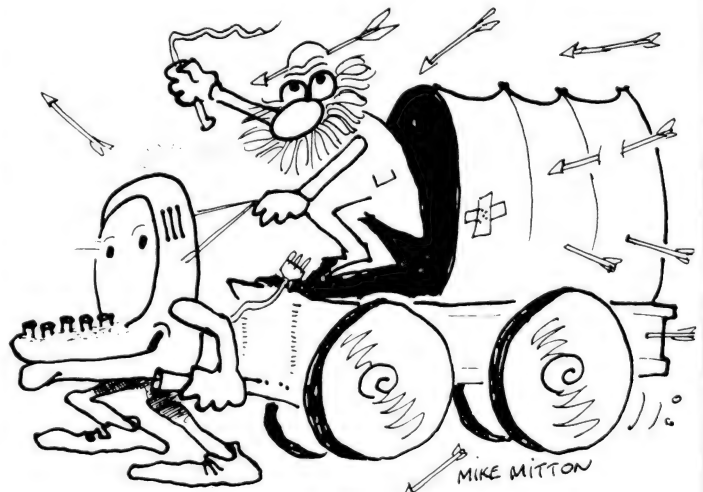
### 1. PIONEERS CATCH ALL THE ARROWS.

A significant lesson is to be learnt from the development of the current 8-bit computers. For many years these systems have been continually refined to achieve the current "state of the art". As the hardware has improved, so software development has taken place to utilise the advances. Because of the newness of 16- and 32-bit technology we can be certain that a great deal of refinement is yet ahead. How much the success of these products depends upon this refinement remains to be seen. It has taken years for a reasonable selection of software to appear for 8-bit machines. Is it in your best interests to be a 'pioneer'?

### 2. WHO TAKES A SUPER CHARGED PRIME-MOVER TO DO THE FAMILY SHOPPING?

This second analogy suggests consideration of the fact that few business applications are enhanced or detracted by a few seconds here and there in operating speed. Speed and power advantages are easily negated by old fashioned operating system software and/or applications software anyhow. Actual operating speed in software execution is primarily determined by factors external to the CPU — speed of I/O (In/Out) operation such as printer performance, screen display, and disk access times. It can be argued successfully that the right software on an 8-bit machine with quality peripheral devices is far more desirable than a 16-bit 'hotshot' with little applications software written to take advantage of its features.

While the relevance of both the above considerations will diminish with the passing of time, currently they merit serious consideration.



## More Facet 1: Planning for Growth

### Your Growth Path

Another area in which there are hardware 'factions' is how to allow, or plan, for growth. With the passing of time undoubtedly your business will grow. It is likely that eventually there will not be enough hours in the working day for one computer to perform all the work you require. In buying a computer now, it is necessary to consider this possibility. There are essentially two ways this growth can be allowed for: Firstly to buy a computer with the capacity to cope with the input and output requirements from two or more "work stations". Secondly to buy a computer that has the ability to operate in a "network" of independent computers sharing a common data base.

Is it necessary to spend a lot more money initially on a computer with expandable capacity to multi-tasking/multi-user ability?

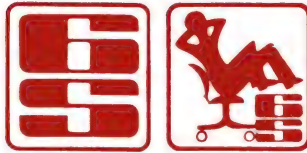
A growing consensus is 'NO'! Local Networking, the ability to run various computers from a common data base or storage media, overcomes many growth problems. If the computer you select has the ability to run in a NETWORK ENVIRONMENT then this may well cover your present and future needs, without any additional initial outlay.

### In Summary:

Choice of the computer itself relates more to its suitability to your applications as determined by **FACTORS OTHER THAN** a hardware specifications sheet.

Choice of peripherals warrants careful consideration primarily in relation to the level of **SPEED, RELIABILITY, AND VOLUME OF THROUGH-PUT** you will require. In many business applications, better value for money is to be had in the purchase of quality peripheral devices such as hard disks for data storage, and heavy duty fast printers, than in opting for the 'latest' 'fastest' or 'most powerful' computer.

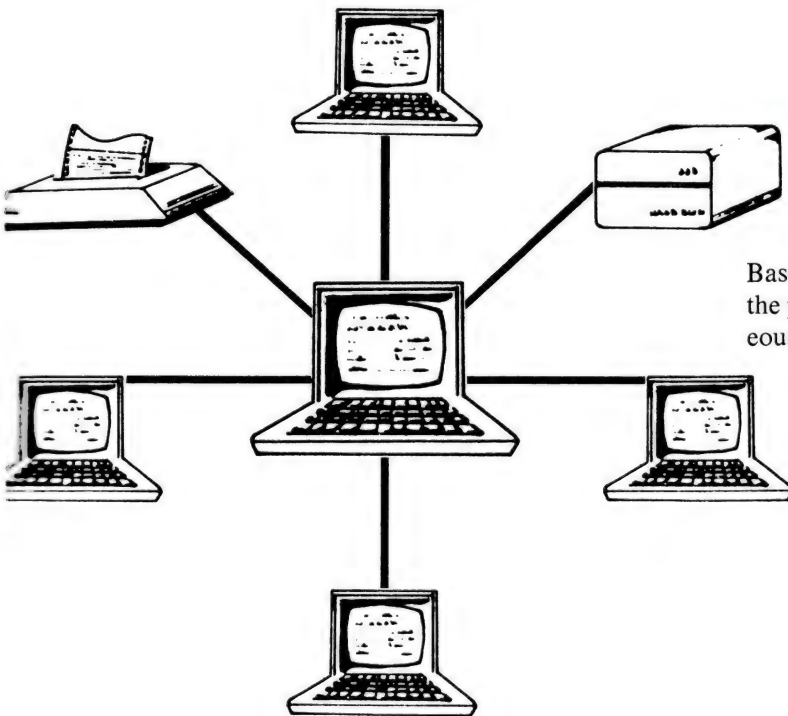




## ALTERNATIVE GROWTH PATHS

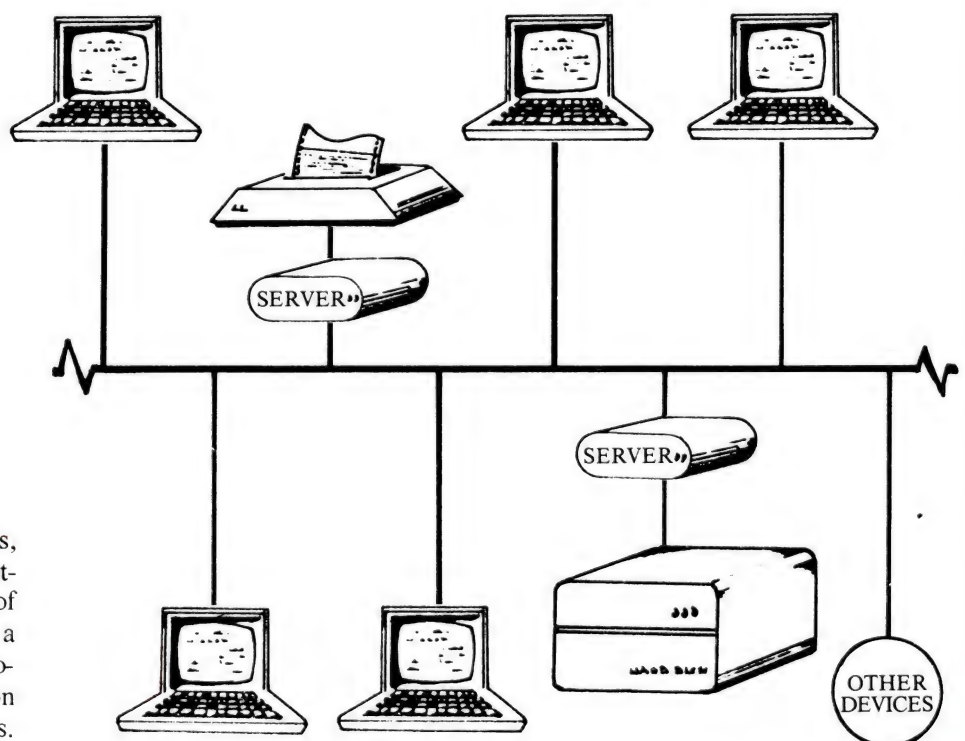
### 1. MULTI-USER SYSTEM

Based on a central computer powerful enough to handle the processing of several sources of input, while simultaneously controlling storage, and all peripherals.



### 2. LOCAL NETWORK

Based on inexpensive server units, regulating any required co-operation of a reasonable number of independent computers on a common transport line, and providing the ability to use common mass storage and all peripherals.



## Facet 2: Software



Software, or computer programs, provide the hardware with the necessary instructions to perform your tasks. We cannot overemphasise that quality software is vital to your success in computerisation.

There are three ways software is supplied.

### Software Choices

**FIRST** is specially written software. Clearly, software specially written by competent programmers is potentially the best, but the cost of this can exceed hardware cost many times over. Having your own programs written may be likened to writing an “open” cheque. It is out of the reach of most small businesses, and usually is not necessary. We say “potentially the best” owing to the human element present in software

development. It can be extremely frustrating and time-consuming ironing out the ‘bugs’ in specially written software. No matter how thoroughly a program is tested, a real environment always seems to explore that little bit further. So even if cost is not a problem, this alternative is not always the panacea it is claimed.

**SECOND** is an adaptation of existing software so that it more particularly suits your requirements. This can add significantly to the original software cost and frequently involves a great deal more time, effort and cost than may initially be apparent. It is also frequently found that modifications are not practical owing to the particular design of the original software. This departure from standard software in the case of a developer’s package may mean loss of normal guarantee on the product and jeopardize your opportunity to obtain low-cost enhancements or upgrades to the package from the developers.

**THIRDLY**, and generally the most desirable unless your business has very special requirements, is “off-the-shelf” software from your supplier. Normally called a software package, this software is written to be generally useful to a range of businesses, and its cost is spread over a number of sales. It may require some adaptation of your accounting procedures, but it should be considered that a good package will be designed to meet all vital accounting requirements and any adjustments are likely to be in your best interests. To take full advantage of your computer system a reasonable degree of flexibility will be essential anyway. After all, one of your motives for considering the purchase is no doubt to improve your general method of operation. For this reason it is best to establish broad rather





than specific objectives when determining your software requirements.

**THERE ARE DISTINCT ADVANTAGES TO SOFTWARE PACKAGES APART FROM THE PRICE.** Packaged software is **TRIED** and **PROVEN** and not the proverbial 'pig in a poke'. There are **EXISTING USERS** with whom the software can be discussed. **ONGOING DEVELOPMENT OF THE PACKAGE** will likely be made available to you at minimal cost. **INSTALLATION AND OPERATOR TRAINING** is more readily available. **SUPPORT** is less costly.

## What To Look For

**EASE OF SOFTWARE USE** is essential if your computer is to be a readily accessible tool. If your regular operator becomes unavailable, the equipment must be usable by others with minimal system understanding. It must be "interactive" or guide the operator through each step by instructions from the screen. Each response called for from the operator should be edited and validated. This means for example that if a date is asked for, then it must be entered correctly or the computer will reject your response and ask you to try again. Having a comprehensive system manual alongside you is also vital for smooth operation and is evidence of your software supplier's interest in your welfare.

**SOFTWARE SUPPORT** from your supplier can be of great assistance during your installation period. If required, this should be evidenced by your supplier's being conversant with the software and your needs, and his willingness to assist you to obtain the best possible results. The way computer marketing has developed in the last few years, it is very likely that the software you buy has not been developed by your computer supplier. Rather, he is re-selling a product produced by independent specialists.

While your supplier's support is important, what is more significant to you is the role in your successful computerization the software **DEVELOPERS** will play. Because of the significance of the contribution made by the software — indeed without it your computer is a worthless 'bucket of bits' — it is **ESSENTIAL** that the **SOFTWARE DEVELOPER** has a commitment to you. This is simple to ascertain. How do you **ORDER** the software? Do you have a written **ORDER FORM** which spells out the software guarantee with user's, supplier's and developer's obligations? When support is required can you contact the developer direct with any queries your supplier cannot answer? Small software packages which make an ancillary contribution to your computer's performance are suitably supplied in a plastic wrapper with a disclaimer notice inside. This is **NOT GOOD ENOUGH** for key software packages.

Having other users to contact can also prove helpful in some circumstances. Not only will it re-assure you of the system's ability, it may also greatly assist you in using it to the best advantage.

## More Facet 2: Good Software

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### ...“So What Makes Good Software?”

IS IT GUARANTEED LONG ENOUGH FOR THE PROGRAM TO SUBSTANTIALLY PROVE ITSELF? \*

WHAT IS THE SOFTWARE DEVELOPER'S COMMITMENT TO SUPPORT?

DOES IT FILL YOUR REQUIREMENTS?

IS IT EASY TO USE?

ARE OPERATOR RESPONSES VALIDATED?

DOES IT HAVE QUALITY MANUALS FOR YOUR REFERENCE?

ARE THERE OTHER USERS YOU CAN TALK WITH?

A 'Yes' answer to each of the above questions is a fair indication of quality software.

\* THAT THE SOFTWARE DEVELOPERS WILL STILL BE AROUND TO PROVIDE SUPPORT SHOULD NOT BE TAKEN FOR GRANTED. LOOK FOR TANGIBLE EVIDENCE THAT THEY INTEND TO BE: THE SIZE OF THEIR EXISTING USER BASE, THEIR LENGTH OF TIME IN BUSINESS, AND PROFESSIONALISM.

TO SAVE YOU NEEDING TO ASK THE OBVIOUS, SIX "S" HAS (AT JUNE '82) A USER BASE OVER 500 STRONG, AND BEEN OPERATING SINCE 1979. YOU BE THE JUDGE OF PROFESSIONALISM.

### Operating System Software

Applications software is written in a computer language. This is interpreted or compiled by your computer's Operating System Software into machine language to be executed or acted on. This process is of importance to the user because the hardware you select will doubtless have a limited life if its "linguistic ability" provided by OPERATING SYSTEM SOFTWARE, is restricted. Transportable Operating Systems are available on the better microcomputers which enable a variety of computer languages to work for you. This ensures that your system will continue to be useful as software development continues. It also ensures that the software you purchase will likely not have its usage limit you to the one brand of computer.

The emerging force in computer languages, with universal acclaim, is Pascal. This language is taught in universities throughout the world. One of countless comments in support of Pascal was made at the second annual conference of the Australian Computer Society as follows:

"Pascal looks like becoming something of a standard language in which to develop higher level products . . . Pascal will shortly be available on all machines."

THE BENEFITS TO THOSE USERS WHOSE COMPUTER PROVIDES VERSATILITY IN OPERATING SYSTEM SOFTWARE, AND UTILISES THE PASCAL LANGUAGE WILL PREDICTABLY BECOME OUTSTANDINGLY GREAT IN THE NEAR FUTURE.



## Facet 3: Finding The Right Supplier



Selection of the right supplier is largely a matter of personal opinion, so here it is possible to consider only broad guidelines. We should start with a word of warning: In any growth industry there are suppliers interested only in the 'fast buck'. Their product may be cheaper, but be assured you will more than make up the difference later!

### Some General Considerations Are:

**LOCATION** - A convenient location will enable you to visit the supplier and more importantly him to visit you to assist in the prompt solving of difficulties should the need arise.

**REPUTATION** - A well established business with satisfied customers forms a solid platform for your confidence.

**SUPPORT** - Helpfulness at all stages including the demonstration, answering of your questions, and the obvious availability of technicians.

**PRODUCT** - Well known products verified by a distribution chain generally indicates a manufacturer's or distributor's commitment.

### Some Serious Danger Signals Are:

#### **LITTLE STOCK**

An absence of stock generally indicates poor capital or finance backing. How long will this business survive?

#### **LARGE DEPOSITS**

Lack of financial substance appears to be a major problem if a large deposit is required before you sight your system.

#### **LARGE DISCOUNTS**

Because of the generally small margins in computer equipment, the overheads involved in making and supporting each sale, and the keen competition between suppliers, any discount greater than 5% should raise your eyebrows. You pay for what you get. The frustration of poor quality and support will be around long after the bargain price has been forgotten.

### Some Buying Do's and Don'ts Are:

1. Make a **LIST** of your requirements and considerations so that time spent with a supplier is meaningful. Refer to the guide next page.

2. Make an **APPOINTMENT** before visiting a potential supplier. It shows **HIM** you are serious. It shows **YOU** the calibre of operation by the level of preparation for your visit and the personal interest shown.

3. Do not **WASTE YOUR TIME** in irrelevant discussions with the supplier on computer philosophy or the like. Any necessary background should be obtained by reading (there are numerous good publications available in any decent book store to give you a start), or by enrolling in an introductory computer course. This way your computer appreciation will be solidly based without any unproductive biases. Think about it.



Some places are more suited than others to provide information for business people.

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#### 4. Do not FORSAKE VALUE FOR PRICE.

The most common false economy in computer purchasing is to overlook value for price. It is better for you to marginally vary a budget than get an unsuitable peripheral device for instance. When considering printers in particular an extra \$500 can make the difference between satisfaction and permanent aggravation.

5. Do not INSTALL the system yourself. Even if it is necessary to pay for it as an extra, a supplier-installed computer is a significant step in cementing the supplier/customer relationship. It also is a boon to becoming operational. Many new components need adjustment. This is particularly true when connecting various peripherals through complex cabling.

### Is A Computer Consultant Necessary?

There are strong arguments for using a consultant. If you cannot answer the following questions in the affirmative then for you it may be necessary.

1. Do you have sufficient time and expertise to clearly identify your problem areas? and the additional areas of computer benefits to look for?

## Facet 3: Problem Portrait

2. Do you have sufficient time and interest to become familiar with computer jargon and develop an informed opinion on what is currently in your best interests?
3. Do you have the time and objectivity to find and assess a suitable supplier?

Time is clearly a key ingredient, but all the time in the world on its own does not guarantee the right decisions. Expertise, interest and objectivity are very necessary. Chances are these ingredients have already contributed to your success in business. For you then, going it alone is a reasonable proposition. On the other hand good independent advice, while a cost in itself, is still cheaper than a bad computer system. Your decision.

### Construction of a "Problem Portrait"

To make a meaningful search for a "computer solution" a worksheet that creates a portrait of each particular problem you are faced with will be invaluable. There are five fundamental steps in drafting an accurate portrait.

#### PROBLEM PORTRAIT

1. Nature of your business.
2. General problem identification (separate sheet for each key problem).
3. Description of current handling method:
  - a. Paper work involved (collect samples).
  - b. Processing steps.
  - c. End result.
  - d. Volume and Frequency of this task.
4. Your solution objectives.
5. The relationship between this problem and others.





Let us examine a brief example:

1. Cowley's Coyte Shop — a general sporting goods retail store.
2. Problem Number 3: Collecting money from account customers.
3. Currently use a manual hand-written ledger system.
  - a. Invoice raised at time of sale. Sales Journal hand-written from copy at end of each week. Ledger card and Statement updated at same time. Receipts and Credits Journals likewise.
  - b. At end of month all journal columns are cross totalled to check accuracy, then Statements are sent out.
  - c. Send out 300 Statements per month with an average of 800 monthly transactions (200 entries per week).
4. Need to improve accuracy and speed in recording, be able to analyse customers by territory, keep informed on overdue accounts, present a more professional looking Statement.
5. Stock records seldom relate accurately to what is in stock because of time delays in updating.

Not a great deal of time is involved in creating this kind of outline. The above example obviously provides an excellent basis for a positive computer demonstration and meaningful discussions with a supplier. If a supplier is not interested in this information, or is overwhelmed when confronted with it, likely he is NOT your man.

In summary of this facet, there are numerous computer dealers whose record of performance is endorsement of their ability to supply and support you correctly. Likely where you obtained this booklet is one of those locations.

## Facet 4: Your Computer's Environment

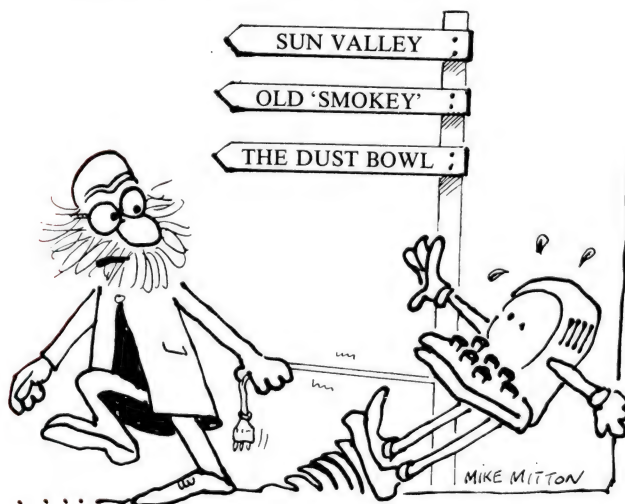
Like the legs of a tripod, three standpoints need consideration in arriving at balanced environmental support of your computer installation:

physical environment, ergonomics, and the operator.

Taking them one at a time —

### 1. THE PHYSICAL ENVIRONMENT

It has often been said that a microcomputer is comfortable where you are. This statement contains an element of truth only.



You would agree that it is not wise to expect a micro-computer to go skiing, swimming, or enjoy sunbaking with you. Microcomputers do not like direct sunlight at any time unless they are specially designed to sit in it. Nor do they like your brand of cigarettes — or any brand of anything that emits any kind of smoke. They are extremely vulnerable to unclean air such as found in a warehouse, humidity as found in an un-airconditioned office, and static electricity as generated by

your new nylon carpet or your operator's synthetic underwear. No kidding. Numerous articles have been written about these problems so there is no need to dwell on them here. However one specific problem needs special mention because it is often minimized. Electricity supply to the computer must be filtered and regulated. In some locations it even must be supplemented with battery-backed ancillary power. However a minimum reasonable requirement is an exclusive power line AND a good quality regulator. The cost of this is around \$500 all up and should be allowed for in your purchase budget.

### 2. ERGONOMICS

This is a word coined to describe in essence the man/machine interface. It can be taken to extremes of course, and unless your computer will be in use all day every day it is reasonable to simply extract points of particular relevance and apply them within a reasonable degree of practicability.

The computer operator is subject to certain kinds of physical and mental work stresses that can often be alleviated or eliminated by attention to the following aspects:

**DESK** - The computer keyboard should be at typewriter keyboard height, so a typist's desk extension is generally more suitable for positioning than the desk itself. A clear work area around the computer is essential.

**SCREEN** - Screen display should not be intensely bright nor require squinting to read. Green phosphor screens correctly





adjusted are apparently much less harsh on vision than the old black/white displays. Researchers would have us believe that yellow characters on a brown background is the best combination. (It sounds 'bee awful' doesn't it!) The highest line on the screen should be no higher than the operator's eyebrows. A non-reflecting mask should be fitted if light reflects off the screen surface.

**LIGHTING** - Any bright light source such as a large window should be behind the operator. The area behind the computer screen should be a subdued matt colour, and overhead lighting should be well diffused. Obviously, lighting must be comfortably adequate.

**NOISE LEVEL** - Most office environments are reasonably quiet. Absence of noise assists concentration. Your computer printer may pose a problem here. Letter quality printers can be extremely obtrusive, and a sound-proof cover may be a necessary accessory. Cabling of reasonable length may enable the printer to be positioned a suitable distance from the operator.

**SEATING POSITION** - A quality chair with adjustable seat, backrest, and arms if fitted, is essential. Height adjustment should avoid pressure under or behind the knees, and back adjustment should neither encourage slouching nor force an unnatural posture. A comfortable operator will invariably have a greater work capacity. A two-minute "change pace/exercise" break each hour will likewise boost operator productivity.

### 3. THE OPERATOR

From the computer's point of view the operator is as much a part of the environment as the power supply. It is true that most people can learn to operate a computer, but that does not make all these people potential computer operators. You may know how to ride a horse, but that does not make you a jockey. Nor does playing "Chopsticks" on the piano make you a Liberace. As noted earlier, **ATTITUDE AND APTITUDE** are significant evaluation factors in a person's suitability as a computer operator. The following aspects are some of the qualities noticeable in better operators —

1. Ability to read, comprehend, remember, and follow instructions.
2. Methodical work habits.
3. A 'look before you leap' temperament.
4. A capacity to cope with pressure and disappointment, usually together!
5. A reasonable appreciation of the task in hand and its objectives.
6. Naturally not heavy-handed or clumsy.
7. A respect for, and appreciation of, things mechanical.

Chances are you will be running your computer on the kitchen table with the dishwasher going in the background and your wife doing the keying in after the children have gone to bed. For you this may work just fine. It is not our intention to discourage your computerising, no matter the way you get started. Certainly microcomputers have as good a capacity as anything else for coping with an adverse environment. However if difficulties occur in these or perhaps less radical circumstances, at least the foregoing will provide an indication as to where to start looking for solutions.

## Facet 5: Implementation

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We are not concerned here with specific software implementation. Instructions will come with each software package for getting started. What the concern is at this stage is your **METHOD** of implementation. The essential ingredient again is **TIME**.

Time to read and learn instruction manuals.  
Time for software behaviour familiarization and testing to ensure the entire system is working correctly.

Time for experimenting — ensuring that the methods you **THINK** will get the results you want, actually **DO**.

Time for running your current system and the computer in parallel.

Implementation is a drawn out process commencing with installation and concluding only after complete assimilation into your business, with a short history of **PROVEN** performance. This may and usually does take weeks and even months.

Unless you are prepared to allocate time to a plan such as this then please be warned:

Installing a computer to catch up creates pressure and inevitable problems. Time for testing and familiarization must be allowed prior to going 'live'. All data to go onto the computer must be accurate. Surely garbage in will always lead to garbage out, but it is the frustration which goes along with sifting through the garbage that becomes the biggest problem. A disheartened operator guessing at what has gone wrong without really knowing or understanding, coupled with the potential "teething" problems of new equipment, and management's application of pressure to get it right by yesterday, all come together as sure ingredients of **FAILURE**.

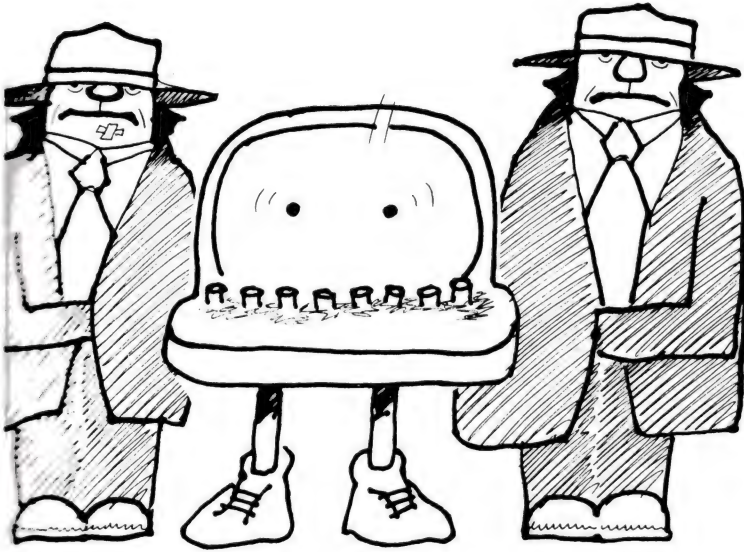
Conversely, a systematic approach to hardware familiarization and software operation, in an unhurried (note: not casual) atmosphere, coupled with an orderly preparation of manual records to be transferred, with time for the old and new systems to run parallel and verify accuracy, these are the ingredients of **SUCCESS**.

**THE CHOICE IS YOURS.**

**KEY TO  
SUCCESSFUL IMPLEMENTATION:  
TIME, WITHOUT PRESSURE.**



## Facet 6: Fail-Safe Methods of Operation



### Protecting Your Investment

The value of an effective computer system to its owner is hard to quantify. In real terms however, invariably its value will far exceed its purchase price. The reason is simple:

As a uniquely successful management tool it will likely become the hub of your business “modus operandi”, or method of operation. In the event of “down time” the entire management function — debt collection, order processing, overdraft monitoring, stock management, payroll production, etc. — can grind to a halt. While the reliability of microcomputers minimizes downtime to a level more than acceptable, the need is present to consider the possibility.

**FAIL-SAFE OPERATING** is again best considered from three angles, with the most important being **DISASTER PREVENTION**.

### PREVENTION

1. In Facet 5: Implementation, we considered the essential **PROGRESSIVE ASSIMILATION** of the computer into your business. This should all but eliminate the first key disaster area, that of “going off half-cocked”: expecting the system to work without sufficient knowledge of it, then making false assumptions about what went wrong and why. The critical factor of **WORK METHODS** was also highlighted. Thorough, concise notes on input and output, supplemented by a rotational backup procedure for copying all software program and data files will ensure a recent, independent re-start point. Corruption of the volatile data storage media — your computer’s most vulnerable component — will thus cause minimal inconvenience.

2. In Facet 4: Environment, we considered the computer’s physical location, ergonomics of operation, and the operator. Careful observation of the points made will ensure the elimination of “red herring” problems — inconsistent, inexplicable, externally induced random failures.

3. Equipment care makes another significant contribution to reliability. An operator should never take the risk of spilling liquids over any components by having a coffee break while seated at the equipment. Dust and moisture are the major sources of sporadic performance, after poor power supply. Often simple solutions such as placing a dust cover over **ALL** hardware when not in use are the best. Common sense here helps a great deal!

## More Facet 6: Planned Recovery



### SERVICING

The elimination of most mechanical parts in a computer has made preventive maintenance virtually redundant on most components apart from peripherals such as printers and perhaps disk drives. However a reasonably priced **SERVICE AGREEMENT** is an important adjunct. A comprehensive annual agreement providing service on your premises along with a minimal down time guarantee and the availability of loan equipment in the event of workshop repairs could cost several thousand dollars per annum. How far to go here depends entirely on your point of view. It would appear that at least for the first twelve months during the major learning period you should get value from a comprehensive agreement.

There will be certain steps you may take yourself to assist reliable performance if you have a technical bent. **BUT DO NOT EVER ATTEMPT ANY WORK YOURSELF THAT MAY VOID HARDWARE WARRANTY, OR THAT IS BEYOND YOUR SURE KNOWLEDGE.** Various routine maintenance steps may be outlined in your hardware manuals, which should at all times be consulted before ever penetrating the computer case. Many hardware manuals have a trouble-shooting guide which can also help to isolate and rectify various minor problems.

### RECOVERY

Minor failures, such as a promptly fixed malfunction, or replacement of data files corrupted through mishandling or a power failure, are not considered “disasters”. Completely fail-safe equipment is yet to be built affordably for the small business, and the occasional problem should be accepted like the small bunker alongside the green. It is a minor hazard — a little like sick leave! However this perspective will only be retained if your work methods make the necessary allowances. Any recovery requires a re-start point, and a working rotational cycle of back-up file copies is your guarantee of a recent, documented recovery platform. Computer program, system, and data files, are **ALWAYS** in a volatile state. Your computer’s working memory is **DYNAMIC**. That is, it requires a constant supply of pure electricity to function. The integrity of your data files when being manipulated by the computer can be destroyed in an instant — through a simple power fluctuation. Your storage media relies on the recording principles which utilise a steady-





state magnetic surface. Whether on floppy diskette, hard disk, or cartridge tape, those microscopic magnetic particles, millions of them to the square centimeter layed in electronically readable tracks and sectors, are extremely vulnerable. A multitude of things from Aardvark's breath, to a leaking Zarf can destroy your stored files' integrity. If you do not have a recent backup set of files to which you can revert and restore from, then a minor inconvenience becomes a major disaster. If a backup cycle is operated, no matter how severely or frequently problems occur, they will fall in the 'FAILURE RECOVERY' NOT 'DISASTER RECOVERY' category.

Disasters, apart from those defined by insurance companies as "acts of god" will likely be the result of massive hardware failure that is not quickly rectifiable, or failure induced by deliberate and/or callous system mis-use.

Insurance cover is available for these and other circumstances as we will now outline.

## COMPUTER INSURANCE

Consider the special risk factors associated with the computer and its influences on your business:

### \* HIGH CAPITAL VALUE IN A SMALL PARCEL

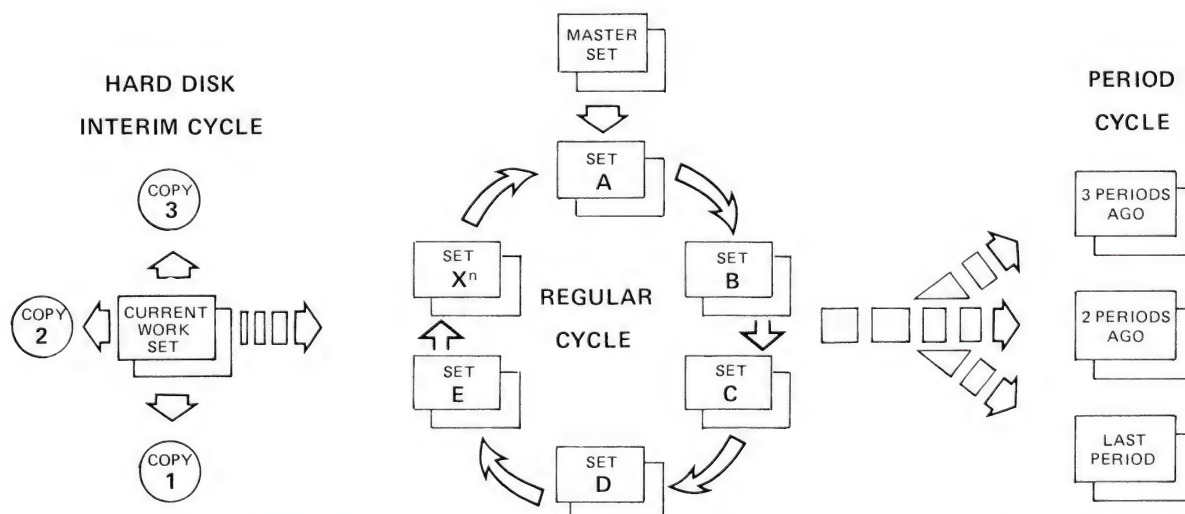
While not reasonable analogies, compare the size/cost/durability of your computer with a block of land or the family car.

### \* MAJOR DETRIMENTAL EFFECTS THROUGH EXTRANEIOUS FACTORS

Power supply, environmental conditions and the operator's mood are just some factors which can have telling effect.

### \* DESIRED RESULTS FROM SPECIAL SKILLS

Operator aptitude and understanding supported by technical maintenance means the necessity for competent personnel.



THE THREE RECOMMENDED CYCLE METHODS FOR FAIL-SAFE "BACKING UP".

## More Facet 6: Insurance

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### **\* A COMPUTER DEPENDENT "MODUS OPERANDI"**

A large portion of your administrative function can grind to a halt if your computer fails.

### **THE KEY AREAS OF INSURABLE RISK ARE:**

#### **1. COMPUTER HARDWARE**

This includes all peripherals such as printers, terminals, regulators.

#### **2. COMPUTER SOFTWARE**

All vendor or contracted programs and their documentation.

#### **3. DATA RE-CREATION COSTS**

The actual cost of rekeying in time, equipment, and personnel, plus the cost of re-establishing your source information.

### **AND ADDITIONAL LOSS AREAS WHICH MAY BE INSURED:**

#### **4. EQUIPMENT RENTAL**

Whatever equipment is required while waiting for repair and/or replacement.

#### **5. LOSS OF REVENUE**

Income lost through incapacity to perform or supply.

#### **6. CONTINGENT LIABILITIES**

Your resultant failure to meet existing contractual obligations.

#### **7. COMPUTER ABUSE**

Losses resulting from employee fraud, sabotage, dishonesty.

#### **8. GENERAL RISKS**

Fire, flood, water, impact, third parties, etc., and their various extensions.

#### **9. ANY OTHER AREAS A BROKER MAY SEE AS RISK FACTORS.**

### **Who Will Cover You?**

Your computer supplier will generally not provide insurance in the normal sense. However, a **COMPREHENSIVE SERVICE AGREEMENT** will provide for equipment repair and/or replacement where the failure relates to the hardware's performance. This kind of protection usually is accompanied by **PREVENTIVE MAINTENANCE** — routine service calls which hopefully detect problems when they are small and keep failure to a minimum.

How far factory warranties and supplier's service agreements go is spelled out in their respective documentation. **DO NOT ASSUME YOU WILL RECEIVE SUPPORT IF IT IS NOT DOCUMENTED, CHARGED AND PAID FOR.** It is where this support finishes that **INSURANCE** should be purchased to take over.

It is essential to note here that without a supplier's comprehensive service agreement, insurance cover available will be undoubtedly restricted and expensive. If this criterion is met, as a broad generalisation it is true to say that in Australia a surprisingly complex range of insurance policies are available at reasonable cost to provide you with the added necessary protection. What now should be looked at is ways to keep your insurance premiums to a minimum.





## How To Contain Insurance Costs

An insurer will assess your premium, or annual policy cost, on the apparent degree of risk factors involved. So there is a great deal you can do to contain insurance costs, and your options may be summarised under four main headings.

### YOUR COMPUTER'S ENVIRONMENT

Hardware and software manuals invariably contain instructions for the user to set up and operate in an environment conducive to reliable performance. Show your insurer these instructions, and **HOW YOU HAVE CONFORMED.**

### YOUR METHOD OF OPERATION

Software instructions and common sense should help a great deal here. How you use the computer reflects your appreciation and value of its contribution. Thorough records of input and output, sound methods of operation, regular and consistent backup methods, security copies of all vital information stored off-site, and/or high security storage facilities all show a healthy respect on your part. These methods likely will mean minimal loss in the event of disaster and will impress your insurer.

### YOUR DISASTER RECOVERY PLAN

A concise plan outlining vendor and staff responsibilities in the event of major disaster will also assist your cause. This should show estimated time and effort for complete recovery and detail those areas beyond your control which may effect recovery time and resultant cost. An intrinsic benefit here may be the favourable evaluation of you as a "moral

hazard". This expression refers to the insurer's evaluation of your business's management, your honesty and reliability.

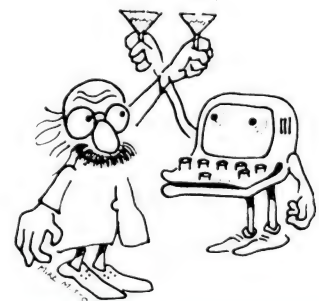
### NEGOTIATE THE 'EXCESS'

Work out what you feel your business can absorb in loss of time and money from the inevitable failures or delays involved with automation. The more you can reasonably accommodate, the less likely you are to make a claim. Your insurer will negotiate with you on this.

## Your Decision

It should be obvious from the foregoing that there is much to consider, and expert opinion should be sought from a qualified insurance representative. We feel it is appropriate to leave you with this thought as recently expressed by a leading underwriting company.

"Insurance is not a substitute for planning, but it should be an integral part of it. However detailed or comprehensive the planning, there are always risks of eventualities which cannot sensibly or economically be borne by an organisation out of its own resources, and external insurance represents the only satisfactory alternative."



# Those Six Facets ... A Summary

## Obtaining Your Computer System

### A Summary of the Selection Steps Outlined Earlier

These steps must be understood correctly, as explained on previous pages.

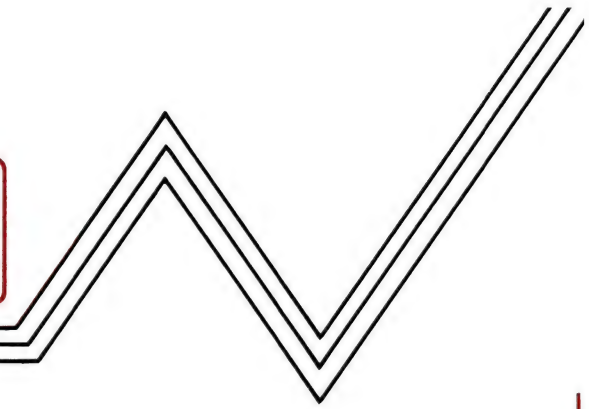
1. DETERMINE YOUR NEEDS BY CONSTRUCTION OF 'PROBLEM PORTRAITS'.
2. BEGIN FACT FINDING:
  - Speak to computer users.
  - Read introductory computer information.
  - Meet with a consultant if necessary.
3. MAKE AN APPOINTMENT WITH A REPUTABLE SUPPLIER.
  - Obtain a demonstration and preliminary quotation.
  - Carefully weigh the software as outlined earlier.
  - Carefully examine the computer & peripherals as outlined earlier.
4. REPEAT STEP 3 IF CONSIDERED NECESSARY
  - until you have a short list that meets your requirements.
5. FORMULATE A BUDGET:
  - Keep emphasis on economic life & logistical considerations.
  - Do not overlook the cost of service, environment, stationery.
6. FORMULATE YOUR SPECIFIC OPERATING NEEDS AND METHODS:
  - In environment.
  - In implementation.
  - In fail-safe operation.
7. OBTAIN A FINAL COMPLETE AND SPECIFIC QUOTATION:
  - This must include everything you expect to receive —  
installation, training, support & guarantees.
8. HAGGLE, PURCHASE, THEN TAKE YOUR BUSINESS INTO THE COMPUTER AGE WITH SUCCESS.

### SUBJECTIVE AND BASIC REQUIREMENTS EVALUATION:

	PASS	GOOD	GREAT
COMPUTER RAM	64K	128K	256K
SCREEN HANDLING	40+40 Col x 24 lines	80 col x 24 lines	80+ Col x 24+lines
MASS STORAGE	FLOPPY DRIVES	5Mb HARD DISK	10Mb+ HARD DISK
PRINTER	132 Col x 50 cps	132 Col x 150 cps	132 col x 200+cps
OTHER CONSIDERATIONS:		NETWORKING CAPABILITIES	REGULATED POWER SUPPLY
		UCSD Pascal or p-System	SIX "S" SOFTWARE
		ALL SIX SYSTEM FACETS PRESENT	AND ACCOUNTED FOR

NOTE: What can be afforded, and by what method of finance, is a separate concern. This summary must be supplemented by YOUR basic common sense, as is the case with any capital expenditure.





## Conclusion:

While it is hoped the foregoing has not presented computerising as a prohibitive task, it should be clear that the right decision for you cannot be made by glancing through a brochure or two. A reasonable amount of effort is required on your part to carefully weigh each facet of computerising as it has been presented, and reach individual conclusions. Your conclusions when considered together should provide a planned and positive platform for action.

Undoubtedly computers are placing a new learning curve on all business people. How you come to grips with this new technology, and whether it is of personal benefit or not is largely self-determinable. We would suggest the following:

Priority should always be given to what you can SEE in both software and hardware evaluation. Do not lose sight of your initial objectives. There will always be a multitude of additional useful possibilities but undue consternation with what else can be achieved beclouds the issues.

Avoid getting bogged down in the evaluation of a computer's raw processing speed and power. For as long as suppliers continue to measure a computer's value to the businessman in terms of raw power and processing abilities, for that long confusion will continue to reign amongst potential computer buyers.

If satisfied that a need exists, look for a computer system to fill that need. There will never be an end to the 'new model just around

the corner' situation. Ignore arguments about re-sale value, and "state-of-the-art". These are considerations for used car and hi-fi purchases. Weigh your computer purchase in terms of its reasonable economic life. Who can possibly predict what the situation will be in a few years time?

Choose your peripherals wisely. These devices make up the major part of your hardware costs and may prove to be useful long after your first computer has gone the way of the dinosaur.

While varying degrees of importance may be attached to the facets of a computer system do not lose sight of the fact that it is the well balanced presence of ALL the six facets that make the SYSTEM. It is the SYSTEM that makes SUCCESS.

\* \* \*

The following pages describe and illustrate key details of some of the software packages designed, developed, and supported by Six "S". These pages are introduced with a brief summary of the general features of Six "S" Software, and its intrinsic benefits. It is essential that this printed information be supplemented by a demonstration. Make an appointment with the supplier of your choice, prepare for this visit as outlined earlier, and get some "hands-on" computer operating experience. We wish you every success on your entry into the innovative world of computerisation, and trust you find it as rewarding as we know it can be.

# Why Six “S” Software?

## Standard software features

In most cases the features described are commonly utilized in Six “S” software packages.

### “Turn Key” Operation

To eliminate the need for complex hardware operating skills and training, each system is designed to self-boot, that is become operational simply by being switched on. All the user must ensure is that hardware is set up and operating correctly.

### Operator Prompting

All screen displays clearly indicate what action is required of the operator, and ensure the operator is aware of the effect of those actions within the program.

### Data Validation

Each field of data input is validated at the time of entry. If incorrect according to the program parameters, an audible warning and/or message accompanies the automatic clearing of the field, requiring the operator try again. Before writing a complete data block to disk the operator again has the opportunity to correct misspelling etc., via an “OK?” message.

### Automatic Dating

All menu displays show “today’s date” as input when the system is first switched on. Where this date is likely to be frequently used in data entry, it may be entered with a single key stroke.

## Disk Security

Certain packages include a ‘file cycle’ numbering procedure which ensures that the files on disks are correctly and concurrently updated, as a matched set, each time the system is used.

## Record Numbering Eliminated

An outstanding achievement in record-search design enables each master record to be identified using a Name Key in place of a number. Construction of the name key is optionally alpha/numeric to 8 or 10 characters in length. Access design enables any individual record to be located in approximately one second maximum or alternately the step-through viewing of all records which have a common portion of the name key.

This procedure eliminates the need to constantly refer to account lists in search of account numbers, and enables the sequential viewing of similarly spelt account names in the event of spelling errors.

## Workability

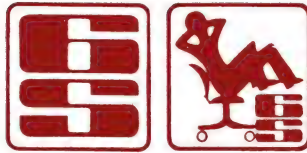
SIX “S” Software is developed in conjunction with end users. Every system sold is thoroughly tested in a real application environment to ensure practicability and reliability. You can be confident it will perform as described.

## Why a Six “S” Software Package?

Six “S” packaged software, as with any successful commercial product, fills basic needs and provides desirable additional benefits as well. It is the result of highly skilled systems analysis, design, and programming. Software development of this kind requires large investment which takes considerable time to recuperate. Product support and enhancement is assured as mass sales are required for eventual profitability.



# Why Pascal?



The benefits to you, the end user, are many fold.

IN ADDITION to the previously outlined package advantages, Six "S" Software offers:

- \* SALES SUPPORT IN MOST PARTS OF AUSTRALIA.
- \* A DIRECT SUPPORT "HOT LINE" FOR ASSISTANCE WITH OPERATOR DIFFICULTIES.
- \* A TWO YEAR PERFORMANCE GUARANTEE — INCLUDED IN THE SOFTWARE PRICE.
- \* SPECIFICALLY DESIGNED FOR AUSTRALIAN USER NEEDS.

## Why Software in Pascal?

Micro-computer science and programming technology are uniquely combined and embellished in the fine features of Pascal.

Included in the key benefits of the Pascal language are the following.

### Ease of Understanding

It is a high level language, as is our conversational language, without being verbose. It's design facilitates the programmer's concentrating on his program objectives, rather than being unduly concerned with how these objectives are achieved internally by the computer.

### Conciseness Without Ambiguity

While this is of necessity a feature of the language's instruction set, conciseness without ambiguity is particularly evident in the definition of data within a program. Variables have a distinct interpretation without reliance on their context for clarification of usage. The Pascal language resultantly provides a vast scope in system design potential.

## Power of Language Commands

Language power is evidenced in the complexity of computer response to individual commands. The programmer is not constantly forced to think in multitudinous small steps to achieve specific results. Obvious benefits appear in reducing development time, minimizing of program size, and the subsequent reduction in programming error potential.

## Structured Format

A Pascal program consists of controlled groups of subordinate and ordinate modules each with its own entry and exit point, performing specific tasks within the program as a whole.

Each module is distinctly separate, and is independently created, operated, tested, and maintained. This structuring simplifies complex program design and development.

## Transportability

The high level "abstract" structure of Pascal rises above the tailoring of software to specific microprocessor hardware design. This conveniently allows the transfer of software from one brand of computer to another, ensuring to the developer a greater market for recovering development costs, and hence the encouragement to develop a better product. The user further benefits in knowing that his choice of software does not confine him to a particular computer brand.

## General Recognition

Pascal recognition and acceptance is almost universal in academic circles for the soundness of its design principles and systematic discipline. Already about 90% of Australian universities with computer science departments teach the Pascal language. Its projected prominence for this decade is not seriously challenged.

## How Pascal Benefits You!

These features may be characterized to you as a Pascal user in the assurance that you are potentially utilizing the latest advances in software technology, will undoubtedly enjoy the continuity of software support, and all this with the future potential to retain your software for use on the next computer of your choice.

# Payroll

Complex payroll automation, processing speed, and simplicity of use are uniquely combined in the Six "S" General Payroll package, designed to be suitable for companies with a handful of employees to staff numbering in the hundreds.

Six "S" General Payroll caters for Australian payroll requirements. To minimize operator training the entire program is designed interactively. Operator "hand-holding" is achieved by screen instructions, cursor prompting whenever operator response is called for, and validation of operator entries as they are made, rather than by time-consuming error messages in batch processing. Success of this system revolves around two factors:

1. Complexity of the Employee Master Record, and
2. Structure of the workfile for pay calculation.

## The Employee Master Record

Within each Employee Master Record 53 fields of data are carried:

1. Employee Number:
2. Name:
3. Address:
4. City:
5. Position:
6. Department & Cost Centre:
7. Start Date:
8. Cash or Cheque Pay:
9. Rate Per Hour:
10. Tax Code:
11. Ordinary Hours worked:
12. Automatic Pay?:
13. Male or Female:
14. Fulltime?:
15. Date Paid To:
16. Year To Date Tax:
17. Year To Date Gross:
18. Base Holiday Hrs Paid:
19. Last Date Holiday Paid:
20. Base Holiday Hrs Owed:
21. Loaded Holiday Amount Due:
22. to 25. Fixed Additions After Tax:
26. to 28. Fixed Additions Before Tax:
29. to 34. Fixed Deductions After Tax:
35. to 43. Year To Date Additions Before Tax:
44. to 47. Year To Date Additions After Tax:
48. to 53. Year To Date Deductions After Tax:

## An Overview of Pay Preparation

Your payroll can be for either weekly, fortnightly, monthly or casual periods. Pays may be prepared:

- a) entirely automatically,
- b) manually,
- c) or a combination of both.

Pay preparation is performed in an independent work file. If automatic pay calculation is selected, each Employee Master Record is accessed to find normal hours worked, pay rate, tax code, and all fixed additions and deductions, before and after tax. Holiday pay hours are calculated on the number of days between the old and new "paid to" dates and added to each employee's accumulated total. Any employees paid beyond the new "paid to" date such as when holiday paid are ignored in calculation, but reported on as not paid.

The results of all this speedy preparation in the workfile is then accessible, per employee, for manual amendment if desired.

From this workfile the Management Report is produced, by cost centre, providing hard-copy of the proposed payslip per employee for checking. If any pays are incomplete or incorrect, the workfile may be re-entered and adjusted accordingly. Any adjustments in the workfile at this point have no effect on the issuing of pays, or on the Employee Master Records.

Once a satisfactory Management Report has been produced, then payslips, cheques, and envelope labels can be printed. The payslip print run is concluded with a summary of the pay details showing the totals of all fields, for transfer to hospital benefits, the union, social club, and any other additions and deductions. These steps are then followed by the automatic updating of each Employee Master Record.

Once the pay run has been completed, the Employee Master Records may be printed off with a Grand Total Summary of the entire payroll Year To Date.

## Time and Dollar Pay Rates

Three fixed and four user-selectable time rates to three decimal places, and one dollar rate to three decimal places ensures accuracy in pay calculation.



# Payroll Reports



## TAX INFORMATION FOR MONTH OF SEPTEMBER

6SE2-PAYROLL DEMONSTRATN

TAX REMITTANCE: 274.15

### --PAYROLL TAX--

#### NUMBER OF EMPLOYEES ON PAYROLL:-

FULL TIME - MALE : 2  
FULL TIME - FEMALE: 0  
PART TIME - MALE : 0  
PART TIME - FEMALE: 0

#### CALCULATION OF TAX PAYABLE:-

SALARIES AND WAGES: 798  
COMMISSIONS: 12  
BONUSES AND ALLOWANCES: 0  
DIRECTOR'S FEES: 0  
BOARD AND QUARTERS: 2  
OTHER PAYMENTS: 7

TOTAL TAXABLE WAGES: 820  
LESS DEDUCTION: -380

TAXABLE AMT: 1200

TAX AT 5.00 PER CENT: 60.03

## EMPLOYEE RECORD - 6SE2-PAYROLL DEMONSTRATN

DATE: 12/9/82

EMPLOYEE: ENZO FERRARI 9 POSITION: 2 DELIVERY DRIVER AUTO PAY: Y FULLTIME  
ADDRESS: 99 BOLOGNA DRIVE LAST DATE HOLIDAY PAID: 11/9/82 YTD SICK LEAVE HRS PAID: 36.0  
PASTA ENDATOWN YTD BASE HOLIDAY HRS PAID: 13.5 YTD WORKERS COMP HRS PAID: 12.0  
COMMENCEMENT DATE: 15/1/81 BASE HOLIDAY HRS OWED: 242.5 LOADED HOLIDAY AMT OWED: 3564.11 PAY TYPE: CASH

FIXED ADDITIONS BEFORE TAX: 2.00 L/A 6.50 PEN 1.40 BON  
FIXED ADDITIONS AFTER TAX: 55.00 H/L 12.00 TVL 2.50 M/L 8.00 T/A  
FIXED DEDUCTIONS AFTER TAX: 6.60 MED 1.50 ASS 3.00 SPR 0.50 UNI 2.00 SOC 5.00 BNK

DATE	PAID TO	FIXED HOURS	RATE	YTD ADDITIONS	YTD GROSS	T	YTD TAX	YTD NET	YTD ADDITIONS	YTD DEDUCTIONS	**YTD PAY**
		T01.0 T01.5 T02.0	/HR	BEFORE TAX		I			AFTER TAX	AFTER TAX	
11/9/82		32.0 0.0 0.0	12.457	323.28 SIX	9784.97	3	3507.95	6277.02	1600.30 H/L	685.10 MED	5626.22
				66.00 CMP					877.90 TVL	1233.50 ASS	
				1545.90 LVE					155.50 M/L	537.00 SPR	
				258.27 COM					32.00 T/A	242.50 UNI	
				90.00 L/A						435.99 SOC	
				227.00 PEN						182.41 BNK	
				67.80 BON							

-NOTES-

## MANAGEMENT REPORT - 6SE2-PAYROLL DEMONSTRATN

DATE	PAID TO	HOURS	RATE	-ADDITIONS-	GROSS	T	TAX	NET	-ADDITIONS-	-DEDUCTIONS-	**PAY**
		T01.0 T01.5 T02.0	/HR	BEFORE TAX		I			AFTER TAX	AFTER TAX	
EMPLOYEE: ENZO FERRARI	9	2 DELIVERY DRIVER									
** INCLUDES 10.0 PAID HOLIDAY HOURS,		LOADING @ 17.50%: 21.79, TAX EXEMPTED LOADING: 275.00									

### \*\* COINAGE ANALYSIS:

\$20	\$10	\$5	\$2	\$1	0.20	0.10	0.05	0.02	0.01
30	0	0	2	0	1	1	1	1	1

PAYSLIP: ENZO FERRARI 9 2 DELIVERY DRIVER PAYTYPE: CASH PER WEEK ISSUE DATE: 12/9/82

DATE	PAID TO	HOURS	RATE	-ADDITIONS-	GROSS	T	TAX	NET	-ADDITIONS-	-DEDUCTIONS-	**PAY**
		T01.0 T01.5 T02.0	/HR	BEFORE TAX		I			AFTER TAX	AFTER TAX	
11/9/82		32.0 2.0 0.0	12.457	146.36 HOL	819.63	3	274.15	545.48	55.00 H/L	6.60 MED	604.38
		T0 2.500 4.5		74.74 SIX					12.00 TVL	1.50 ASS	
				12.50 COM					2.50 M/L	3.00 SPR	
				2.00 L/A					8.00 T/A	0.50 UNI	
				6.50 PEN						2.00 SOC	
				1.40 BON						5.00 BNK	

## 6SE2-PAYROLL DEMONSTRATN

0057 CENTRE 2 TOTALS \*\* NO. EMPLOYEES PAID BY CHEQUE: 0 AMOUNT: 0.00  
NO. EMPLOYEES PAID IN CASH: 1 AMOUNT: 604.38  
NO. EMPLOYEES NOT PAID: 0  
ISSUE DATE: 12/9/82

DATE	PAID TO	HOURS	RATE	-ADDITIONS-	GROSS	T	TAX	NET	-ADDITIONS-	-DEDUCTIONS-	**PAY**
		T01.0 T01.5 T02.0	/HR	BEFORE TAX		I			AFTER TAX	AFTER TAX	
		32.0 2.0 0.0	12.457	146.36 HOL	819.63	3	274.15	545.48	55.00 H/L	6.60 MED	604.38
		T0 2.500 4.5		74.74 SIX					12.00 TVL	1.50 ASS	
				12.50 COM					2.50 M/L	3.00 SPR	
				2.00 L/A					8.00 T/A	0.50 UNI	
				6.50 PEN						2.00 SOC	
				1.40 BON						5.00 BNK	

- 1 TAXATION INFORMATION
- 2 EMPLOYEE MASTER RECORD
- 3 MANAGEMENT REPORT
- 4 COINAGE ANALYSIS
- 5 PAYSLIP
- 6 PAYROLL SUMMARY and others

# More Payroll ....

## Taxation Categories

Automatic tax calculation is as per the formulae provided by the Australian Taxation Office, including the automatic consideration of General Exemption and Dependents Allowances eligibility, using column numbers from the Income Tax Installments Table as the tax code.

Calculation of tax payable on holiday pay and loading is formulated on Taxation Office instructions.

Long service leave may be input through manual pays into the two taxation categories currently in force, for correct calculation of tax payable in either instance.

Group Tax Deductions are carried as monthly totals for the whole financial year and can be printed on demand to show total tax deducted for any given month.

State Payroll Tax obligations are also calculable and reported on as required.

## Cheque or Cash Pays

Your selection enables either the automatic generation of a cheque to accompany the employee's payslip, or inclusion of the employee's net pay in the Notes & Coins Analysis at the end of the management report.

## Holiday Pay

Four weeks annual holiday is accumulated for each employee other than non-taxed casuals. The calculation is done on a daily basis with a progressive total through the year. To ensure that the employer is aware at any time of his holiday pay contingency, this total plus holiday pay loading is reported on per employee and the total payroll, each pay run. Total holiday hours owed, last date and total hours Year To Date holiday paid are also carried for reference purposes in the Employee Master Record.

The holiday pay "window" viewable during pay preparation can be used to instantly calculate how many hours any employee will be due at any given date in the future. Handy for planning trips abroad, and so on.

## Production of Group Certificates

An automatic operation performed by Group Employers in accordance with Australian Taxation Office instructions, either at end of financial year for the entire payroll or on the termination of services of any employee, using the provided stationery.

## Screen Enquiries

The entire Employee Master Record File may be displayed on demand as often as required, and at any stage in the pay preparation process.

## Summary of Printed Reports

1. MANAGEMENT REPORT WITH NOTES & COINAGE ANALYSIS, BY COST CENTRE.
2. PAYSLEIPS, CHEQUES, AND ENVELOPES, WITH PAY RUN SUMMARY.
3. MONTHLY GROUP TAX REMITTANCE.
4. STATE PAYROLL TAX REPORT.
5. EMPLOYEE'S TAXATION GROUP CERTIFICATES.
6. EMPLOYEE MASTER RECORDS.



"It's not very encouraging I'm afraid Mr Nisbett  
I fed your symptoms into the computer and it died"

Reproduced with permission from AUSTRALIAN BUSINESS COMPUTER.



# Billing for Medical & Professional Practices



## Tackling the Problem Areas

Analysis of Medical Accounting at the level of individual or group practices reveals a complex network of staff-dependent procedures. Responsible persons must, with little involvement of the doctor's time, be able to interpret and charge correctly from hand-written recycling source documents, necessitating fast data capture and processing. Significant variety is present in debtor types and resultant billing procedures. In group practices, a patient may be seen by more than one doctor, complicating income allocation. The moving population and other factors results in an extremely large ledger with a proportionately small number of active accounts.

## Specific Needs in Computerising

An easy to use system requiring little operator training.  
Simple fast location of accounts without the use of account numbers.  
Speed and versatility in processing accounts and payments.  
The elimination of repetitive postage.  
Comprehensive reporting, including income analysis.  
Security of records.  
A system which complements the work of staff in a supportive role rather than forcing foreign procedures.

## Associateship Practices

Accounting charges can be dissected into a maximum of eight individual doctor records with analysis reports per doctor.

## Debtor Categories

The Debtors Ledger is sub-divided into eleven categories:

1. Private Patients.
2. Employers - Workers Compensation.
3. Solicitors - Medical Reports.
4. Insurance Companies - Medical Reports.
5. Social Securities.
6. Pensioner Assignments.
7. Repatriation.
8. Hospital.
9. Socially disadvantaged.
10. Third party.
11. Miscellaneous.

Those categories which have compulsory manual completion of billing documents are handled by batch totals in the same vein as cash patients.

## Current Accounts

As little as 5% of a total patient file may be active accounts. Infrequently accessed data when recalled would likely require updating to some degree, and the initial job of creating a total patient file could be a prohibitive task. The simpler and generally better alternative is the retention of active accounts only, with a quick, simple account creation procedure.

When disk storage capacity is reached an automatic file clearing of zero balance accounts is performed. This ensures fast access and processing speeds, and the re-entry of culled accounts proportionately requires less effort than checking and updating infrequently accessed accounts. Printed copy is always available for checking old information.

## Invoices

A multi-purpose Invoice can be produced as required for any patient category. This allows for extensive description of services and up to five separate visits can be recorded per invoice. Item pricing is optionally automatic.

## Statements

The "balance-brought-forward" method employed allows for the Statement to serve the double role of Invoice/ Statement, including the automatic "Original Copy" message for Medical Fund claims if current services are recorded.

Automatic "Overdue" messages, along with accounting charges are optional, and a personalising message can also be added to the bottom of the Statement.

## Account Enquiries

Account numbers are not used. Instead a Name Key based on patient surname is used enabling any account to be found in less than one second without referring to account lists, or alternately, accounts with similarly spelt names can be stepped through on the screen display to locate the correct one.

## Reports

- Invoices and Statements.**  
Printed as required or as a batch for end-of-month processing.
- Address Labels.**  
Printed for each statement issued in end-of-month processing. Sortable in up to five groups of postcodes, enabling bulk-mail convenience and discounts.
- Transaction Listing**  
Listing by account of all patient transactions, debit and credit, for the current month.
- Debtors Analysis by Category, and Cash Receipts.**  
Monthly report by doctor or as a practice total shows Month and Year To Date the number of services and total dollar value of each debtor category. Includes a monthly summary of all cash and account receipts per doctor. This information is carried by month for the full financial year.
- Aged Trial Balance.**  
Lists all debtors for the practice showing balances aged by month to 90+ days. Each aged month's totals are also shown as percentages of total outstanding.
- Aged Balances per Doctor.**  
Reports on debtors per doctor in the form of aged totals.
- Overdue Debtors.**  
All debtors outstanding for 90+ days.

## Veterinary Billing

This is a simplified version of Medical Billing in that the variety of patient billing methods is not required. However all the important features as outlined above are retained, and the Invoices and Statements are suitably tailored.

## Professional Billing

This adaptation enables sectionalising of all charges to provide a simplified revenue analysis. Suitable for dentists, architects, advertising agencies and similar organisations.

1

**NORTHERN MEDICAL CENTRE**  
Drs. M. A. Gray-Thompson, P. I. Henderson & F. X. Connell  
Cnr. PLUME ST., AND SPARKS RD.,  
NORLANE, 3214  
Telephone: 78 9288

FOR PROFESSIONAL SERVICES

TO 4/4

A	Consultation	<input type="checkbox"/>					
B	X-Ray	<input type="checkbox"/>					
C	Procedure	<input type="checkbox"/>					
D	Confinement	<input type="checkbox"/>					
E	Operation	<input type="checkbox"/>					
F	Home Visit	<input type="checkbox"/>					
G	Hospital Visit	<input type="checkbox"/>					
H	General Anaesthetic	<input type="checkbox"/>					
I	E.C.G.	<input type="checkbox"/>					

MR. IMA SICKAMUCH  
99 VESTA PARADE  
BOLOGNAISE 3224

	Date	Patient	Service Item No.	C	Fee	Payments	Balance
1	3/ 3/80	SELF	14	A	10.20		
1	13/ 3/80	MRS	23	B	15.00		
2	24/ 3/80	MARIA	1234	D	23.50		
2	4/ 4/80	ADJUSTED OVERCHARGE			2.50		
2	4/ 4/80	ADJUSTED ACC. ERROR			-5.00		
1	4/ 4/80	RET 45678 THANK YOU				23.50	
2	4/ 4/80	RET 45678 THANK YOU				15.00	

YOU NOW OWE THIS AMOUNT

THIS IS AN ORIGINAL. RETAIN FOR MEDICAL BENEFITS  
HAVE A SAFE AND HAPPY EASTER

**ACCOUNT TO:**

MYUM WHATSIT BUILDING CO  
445 BLACKLOCK ROAD  
WERRIBEE NORTH 3456

**TOTAL OWING \$ 415.30**

**DATE: 28/10/81**

*For Professional Services to*

HANGOVER HOUSING PROJECT  
SECTION 2, STAGI 4  
AUTH: N.N. JONES

**DEBITED TO:**

WILFRED BENIPEN & ASSOCIATES  
ARCHITECTS & FABRICATION DESIGNERS  
78TH FLOOR SUITE 4 LOUSE HOUSE  
SOUTH MELBOURNE 3004

DATE	LOCATION	NATURE OF SERVICE	FEE
1/10/81	site	Inspection of section 2 and consultation	78.00
12/10/81	office	Plan modification	215.00
18/10/81	whatsit	Presentation of re-drawn plans, discussion of next stage, replaced pencilled	222.30

5



# Professional Reports



3

## MEDICAL DEMONSTRATION FOR MR. ARISTOTOLE

\*\* ACCOUNTING ANALYSIS \*\*

AS AT 1/ 5/82

PATIENT CATEGORY	NO.	MAY VALUE	YEAR TO DATE NO.	VALUE
PRIVATE - CASH	33	665.00	33	665.00
PRIVATE ACCOUNT	2	37.50	2	37.50
PENSIONERS	45	698.00	45	698.00
REPATRIATION	0	0.00	0	0.00
WORKERS COMP	2	145.50	2	145.50
SOCIAL SECURITIES - MEDICAL REPORTS	3	134.50	3	134.50
SOLICITOR - MEDICAL REPORTS	1	1234.00	1	1234.00
INSURANCE CO. - MEDICAL REPORTS	1	35.60	1	35.60
HOSPITAL	1	34.60	1	34.60
SOCIALLY DISADVANTAGED	1	25.00	1	25.00
THIRD PARTY	1	25.00	1	25.00
MISCELLANEOUS	0	0.00	0	0.00
TOTAL	90	3034.70	90	3034.70

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## SOUTHEND MEDICAL CENTRE

\*\* AGED TRIAL BALANCE \*\*

PAGE 3

AS AT 4/ 4/82

NAME KEY	ACCOUNT NAME	ADDRESS	MARCH	FEBRUARY	JANUARY	90+ DAYS	TOTAL
FERGUSON	MR. J. FERGUSON	LOT 10 HEALES RD LARA	3212	10.00	0.00	0.00	10.00
FERRYD	MR. D. FERRY	4/5 STANLEY ST NEWTOWN	3220	0.00	0.00	51.80	51.80
FILEPI	MR. I. FILEP	589 THOMPSONS RD NORLANE	3214	10.10	0.00	0.00	10.10
FINDLAYJ	MR. J. FINDLAY	2 LUBECK CRT LEOPOLD	3321	9.50	136.60	0.00	146.10
FISHER	MR. K. FISHER	56 CAMELIA CRES NORLANE	3214	20.20	19.60	0.00	141.30
FISHERB	MRS. B. FISHER	13 COLORADO DVE CORIO	3214	0.00	0.00	45.40	45.40
FLEMINGS	SISTER K. FLEMING	STELLA MARIS BAY ST NORTH GEELONG	3215	0.00	31.00	0.00	31.00
FONAYL	MR. L. FONAYL	28 LINTON LANE HIGHTON	3216	20.20	10.10	0.00	34.20
FORMICAS	MR. S. FORMICA	15 ELMORE ST NORLANE	3214	0.00	43.85	0.00	54.55
FRASERR	MR. R. FRASER	20 SIMONS RD LEOPOLD	3221	136.00	0.00	0.00	136.00
FRENCHD	MISS. D. FRENCH	7/20 HEYTESBURY ST HERNE HILL	3218	0.00	0.00	0.00	0.00
FRENCHJ	MISS. J. FRENCH	60 CURLETTES RD LARA	3212	0.00	6.55	0.00	6.55
FRIENDO	MR. D. FRIEND	SHELFORD RD BANNOCKBURN	3331	5.85	0.00	0.00	5.85
FRIGGENG	MR. G. FRIGGEN	44 BACCHUS MARSH RD CORIO	3214	0.00	0.00	0.00	91.60
FRYERSG	MR. G. FRYERS	29 FORSTER ST NORLANE	3214	0.00	0.00	0.00	0.00
FRYT	MISS. T. FRY	25 VUILLE ST WEST GEELONG	3218	0.00	0.00	0.00	0.00
GATEHOUSE	MR. B. GATEHOUSE	68 FORSTER ST NORLANE	3214	0.00	0.00	10.10	10.10
GATFIELD	MR. P. GATFIELD	14 RODBOROUGH CRES CORIO	3214	19.60	0.00	0.00	19.60
GAVIGANR	MR. R. GAVIGAN	14 ENGLISH CRT CORIO	3214	0.00	0.00	59.30	59.30
GAZIAB	MRS. B. GAZIA	64 DONNELLY AVE NORLANE	3214	10.10	0.00	0.00	10.10

ACCOUNT - ENQUIRIES 23/3/80

NAME KEY: SMITHJA DWTG: 155.00

ACCOUNT TO: MR. JOHN A. SMITH  
WHATEVER STREET  
ANYWHERE 3220

DR SMITH PRIVATE PATIENT  
REF: DR ABERNATHY 12/12/79 A121454TC

CURRENT 30 DAYS 80 DAYS 90+ DAYS  
120.00 0.00 35.00 0.00

DR DATE PATIENT ITEM C AMOUNT  
1 12/ 3/80 SELF 14 A 12.00  
4 15/ 3/80 SON-JOHN 2304 M 24.00

NEXT PAGE \* N EXIT \* >> PRINT \* P

2

- 1 INVOICE/STATEMENT
- 2 SCREEN ENQUIRY DISPLAY
- 3 ACCOUNTING ANALYSIS
- 4 AGED TRIAL BALANCE
- 5 PROFESSIONAL INVOICE and other reports.

# Insurance Brokers Management & Information System

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Specially designed to care for the interaction of data between Insurance companies, the Broker, his Agents, and their Clients. Built around the comprehensive and permanent storage of each policy sold, with a complete range of sorting and reporting facilities.

Provides brokerage management with THE FACTS – the competitive edge of the 80's.

From the issuing of a covernote or a cash receipt, a CLIENT FILE is created on the computer. Within this client file is room for any reasonable number of POLICY RECORDS. Thirty comprehensive fields of information are carried per policy including billing details. From this policy record all information management is performed.

## **TWENTY SPECIAL REPORTS** ensure the following:

- Insurance Companies are advised of all NEW, RE-NEWED, ADJUSTED and CANCELLED POLICIES.
- A SALES PROFITABILITY report details each policy sale showing a breakdown of costs, commissions, and profit.
- CLIENT ACCOUNTS are maintained including the printing of a STATEMENT OF ACCOUNT, (part-payments are allowed for in this true "open-item" system) and a comprehensive Aged Trial Balance Report.
- Upon payment of each policy in full, a RECEIPT ANALYSIS report is produced per Insurance Company, and Agent, verifying the transfer of premium funds to the broker's holding trust fund and the paying of commissions.
- Upon receipt of the actual policy from the Insurance Company a CERTIFICATE OF INSURANCE is printed for the client.
- As renewal time approaches, a POLICIES RENEWABLE report advises of all clients whose policies expire between dates requested. The policy details are listed out so that adjustments to cover or costs can be made if necessary. This report is followed by a RENEWAL NOTICE (and OVERDUE RENEWAL notice when required) automatically printed for a window face envelope.
- ANALYSIS REPORTS are available in a variety of configurations to dissect the policy file, by Company, Class, Agent, Area, and Revenue, in any combination.

## System facilities

### Name Key Operation

Client identity is maintained by Name Key instead of an account number.

### Client Master Record

Data carried on file per client includes name and address, phone number, territory code, and aged outstanding balances to 90+ days.

### Insurance Companies

Up to 99 Insurance Companies can be carried on file. Input requires only a two-digit code, but reports and screen displays show the correct company name in full. Codes are user controlled.

### Insurance Classes

Up to 99 Insurance Classes can be carried on file. Same user control as in Insurance Companies.

### Agents

Up to 99 Agents can be carried on file. Same user control as in Insurance Companies.

### Transaction Entries

All transaction entries utilize a common procedure: the individual policy master-file is displayed completely, and the transaction type selected enables the operator, under screen control, to access those fields to be amended. This standard procedure ensures simplicity of operation with the user observing the instant effect on the policy record.

### Screen Enquiries

Each client's master record, and all policies on file may be called for screen display as required.



# Insurance Reports



## STATEMENT OF ACCOUNT

ACCOUNT TO:  
MR. GIUSEPPE BENDAWORST  
59 THE BOULEVARDE  
ASPEN HEIGHTS 3322

FOR MONTH OF: DECEMBER  
15/12/80

DETAILS	OUTSTANDING
ITEM : 1967 XJ6 JAGUAR SALOON, INC. BAR FRIDGE, COLOUR TV INSURED : AS ABOVE FROM 2/12/80 TO 2/12/81 POLICY COST : 296.00 INVOICE NO. 456345 DATE 2/12/80 TOTAL AMT PAID : 48.00 LAST RECEIPT 978653 DATE 2/12/80	248.00
ITEM : 3BDRM BRICK VENEER, 59 THE BOULEVARDE, ASPEN HEIGHTS. INSURED : MS MARIA BENDAWORST FROM 18/12/80 TO 18/12/81 POLICY COST : 101.97 INVOICE NO. 684654 DATE 18/12/80 TOTAL AMT PAID : 0.00 LAST RECEIPT 0 DATE 0/0/0	101.97

FOR CONTINUITY OF COVER YOUR PROMPT REMITTANCE IS REQUIRED. DUE 349.97

WE HAVE JUST NEGOTIATED A SPECIAL DEAL ON HOME CONTENT COVER  
RING OUR HOTLINE : 55 4533 WE WILL GIVE AN INSTANT QUOTE.

1

2

SIX 'S' DEMONSTRATION	CLIENT AND POLICY ANALYSIS	AS AT 15/12/80	6587-1	PAGE 1
BENDAWG MR. GIUSEPPE BENDAWORST	59 THE BOULEVARDE ASPEN HEIGHTS 3322 PH: 052 22 2775 AREA E	O/S BAL: 349.97		
CLASS: COMPREHENSIVE MOTOR VEHICLE	AMT INS: 15500 EXCESS: 150 INS.CO: SWITZERLAND GENERAL	INV NO: 456345 RCT NO: 978653	PREMIUM: 248.00 F/B: 0.00	
INSURED: CLIENT	FIN CO: CAGA	ACT DATE: 2/12/80	S/D: 1.50	
ITEM : 1967 XJ6 JAGUAR SALOON, INC. BAR FRIDGE, COLOUR TV		AMT PAID: 48.00	S/FEE: 46.50	
POL NO: WP3254235434		CNC DATE: 0/0/0	COM REC: 37.20	
FILED : AB7		REB AMT: 0.00	COM PAY: 29.60	
STARTED: 2/12/76 FROM: 2/12/80 TO: 2/12/81		REB DATE: 0/0/0	CL COST: 296.00	
		ADJ DATE: 0/0/0	OWING: 248.00	
CLASS: HOUSE AND BUILDING	AMT INS: 45,000 EXCESS: 50 INS.CO: AFG INSURANCES LTD	INV NO: 684654 RCT NO: 978654	PREMIUM: 101.97 F/B: 0.00	
INSURED: MS MARIA BENDAWORST	FIN CO: PBS	ACT DATE: 18/12/80	S/D: 34.00	
ITEM : 3BDRM BRICK VENEER, 59 THE BOULEVARDE, ASPEN HEIGHTS.		AMT PAID: 0.00	S/FEE: 389.50	
POL NO: 684654		CNC DATE: 0/0/0	COM REC: 0.00	
FILED : 0		REB AMT: 0.00	COM PAY: 0.00	
STARTED: 18/12/80 FROM: 18/12/80 TO: 18/12/81		REB DATE: 0/0/0	CL COST: 0.00	
		ADJ DATE: 0/0/0	OWING: 0.00	
CLASS: BOAT AND MARINE	AMT INS: 8750 EXCESS: 250 INS.CO: AUSTRALIAN EAGLE INSURANCE	INV NO: 523451 RCT NO: 4464	PREMIUM: 145.00 F/B: 0.00	
INSURED: CLIENT	FIN CO: RPTIDE	ACT DATE: 18/4/80	S/D: 3.75	
ITEM : 1980 CARRIBBEAN CRUISER, 65MP JOHNSON CR, BROOKER TILT TRLR.		AMT PAID: 163.25	S/FEE: 14.50	
POL NO: 576895678		CNC DATE: 0/0/0	COM REC: 21.75	
FILED : 0		REB AMT: 0.00	COM PAY: 7.25	
STARTED: 15/4/77 FROM: 15/4/80 TO: 15/4/81		REB DATE: 0/0/0	CL COST: 163.25	
		ADJ DATE: 0/0/0	OWING: 0.00	
SLASH MR. JACK SLASH	45 THE BOULEVARDE BALLARAT 3550 PH: 053 234343 AREA F	O/S BAL: 3730.50		
CLASS: BUSINESS PACK (COMPREHENSIVE)	AMT INS: 0 EXCESS: 0 INS.CO: COMMERCIAL UNION ASSURANCE CO	INV NO: 4564 RCT NO: 12/12/80	PREMIUM: 460.00 F/B: 9.20	
INSURED: CLIENT	FIN CO: 0	ACT DATE: 12/12/80	S/D: 23.00	
ITEM : BURLARY 20000, P/L 100,000, P/GLASS 600, FIRE CONT. 90,000		AMT PAID: 532.20	S/FEE: 63.00	
POL NO: 3567345 PFG		CNC DATE: 0/0/0	COM REC: 46.00	
FILED : EP3		REB AMT: 0.00	COM PAY: 0.00	
STARTED: 12/12/80 FROM: 12/12/80 TO: 12/12/81		REB DATE: 0/0/0	CL COST: 555.20	
		ADJ DATE: 0/0/0	OWING: 23.00	

3

SIX 'S' DEMONSTRATION	TRANSACTION AUDIT LISTING - BATCH 1	AS AT 15/12/80	6587-5	PAGE 1
KEY CLIENT	TRANS. TYPE DATE REF. NO. AMOUNT CL INS AG POLICY NO.			
RECEIPT	MR. GIUSEPPE BENDAWORST 2/12/80 978653 48.00 1 10 1 WP3254235434			
INVOICE	MR. GIUSEPPE BENDAWORST 2/12/80 456345 296.00 1 10 1 WP3254235434			
INVOICE	MR. JACK SLASH 12/12/80 211252 2783.50 6 4 0 3546346321			
TOTAL INVOICES :	6 AMOUNT: 4823.92			
TOTAL RECEIPTS :	3 AMOUNT: 743.45			
TOTAL ADJUSTMENTS :	0 AMOUNT: 0.00			
TOTAL CANCELLATIONS :	0 AMOUNT: 0.00			

SIX 'S' DEMONSTRATION	SALES PROFIT ANALYSIS - BATCH 1	AS AT 15/12/80	6587-6	PAGE 1
KEY CLIENT	INS CL AG PREMIUM FIRE DUTY SERVICE COM REC COM PAY PROFIT			
MR. GIUSEPPE BENDAWORST	10 1 1 248.00 0.00 1.50 46.50 37.20 29.60 54.10			
MR. GIUSEPPE BENDAWORST	1 3 0 86.40 2.75 4.32 8.50 12.98 0.00 21.46			
MR. HAYDEN BUNTON	5 2 3 145.00 0.00 3.75 14.50 21.75 7.25 29.00			
MR. JACK SLASH	8 5 0 460.00 9.20 23.00 63.00 46.00 0.00 109.00			
MR. JACK SLASH	9 7 0 880.00 0.00 44.00 0.00 132.00 0.00 132.00			
MR. JACK SLASH	4 6 0 2450.00 0.00 88.50 245.00 245.00 0.00 490.00			
TOTAL:	4269.40 11.95 165.07 377.50 494.91 36.85 635.56			

SIX 'S' DEMONSTRATION	NEW POLICIES TO AFG INSURANCES LTD	BATCH 1	AS AT 15/12/80	6587-9	PAGE 1
CLIENT	CLASS	POLICY NO.	EFFECTIVE FROM	PREMIUM	FIRE S/DUTY
MR. GIUSEPPE BENDAWORST	HOUSE AND BUILDING		18/12/80	86.40	2.75 4.32
TOTAL:				86.40	2.75 4.32

4

5

6

SIX 'S' DEMONSTRATION	CLIENT AND POLICY ANALYSIS	AS AT 15/12/80	6587-1	PAGE 1
INSURANCE CO: AUSTRALIAN EAGLE INSURANCE	CLASS: BOAT AND MARINE	AGENT: RIPTIDE MARINE PTY LTD	AREA: E	
BENDAWG MR. GIUSEPPE BENDAWORST	59 THE BOULEVARDE ASPEN HEIGHTS 3322 PH: 052 22 2775 AREA E	O/S BAL: 349.97		
CLASS: BOAT AND MARINE	AMT INS: 12,000 EXCESS: 300 INS.CO: AUSTRALIAN EAGLE INSURANCE	INV NO: 478946 RCT NO: 6578	PREMIUM: 340.00 F/B: 0.00	
INSURED: CLIENT	FIN CO: FDA	ACT DATE: 19/11/79	S/D: 15.50	
ITEM : 1980 CARRIBBEAN CRUISER MERC INBOARD VS. TILT TRAILER.		AMT PAID: 389.50	S/FEE: 34.00	
POL NO: 576895678		CNC DATE: 0/0/0	COM REC: 68.00	
FILED : 0		REB AMT: 0.00	COM PAY: 34.00	
STARTED: 18/11/79 FROM: 18/11/79 TO: 18/11/80		REB DATE: 0/0/0	CL COST: 389.50	
		ADJ DATE: 0/0/0	OWING: 0.00	
TOTAL NUMBER OF CLIENTS :	1			
TOTAL NUMBER OF POLICIES :	1			
TOTAL PREMIUM:	340.00			
TOTAL F/B:	0.00			
TOTAL S/D:	15.50			
TOTAL S/FEE:	34.00			
TOTAL COM REC:	68.00			
TOTAL COM PAY:	34.00			
TOTAL CL COST:	389.50			

- 1 ACCOUNT STATEMENTS
- 2 CLIENT'S POLICY ANALYSIS
- 3 TRANSACTION AUDIT LISTING
- 4 SALES PROFIT ANALYSIS
- 5 INSURANCE ADVICES
- 6 SELECTIVE ANALYSIS REPORT and other reports.

# More Insurance ....

## Reports

Comprehensive reporting provides the following:

### (1) CLIENT AND POLICY ANALYSIS

Comprehensive analysis of the Client and Policy Master Files as follows –

- i. All clients and policies
- ii. A selected client
- iii. Policy analysis by any combination of –
  - (a) Insurance Company
  - (b) Insurance Class
  - (c) Agent
  - (d) Area

Each of these reports is concluded by a financial summary totalling:

- i. Premium value
- ii. F/B fees
- iii. S/D fees
- iv. Service fees
- v. Commission income value
- vi. Commission expense value
- vii. Gross sales value.

### (2) TRANSACTION AUDIT LISTING

Lists all transactions input in the current batch. Enables checking of transaction throughput on hard-copy as and when required. Independent of Report (6) and does not effect transaction batch numbering sequence.

### (3) INSURANCE CO'S, CLASSES AND AGENTS

For user maintenance of the 99 code numbers for each.

### (4) POLICIES RENEWABLE LISTING

Prints out all policies which fall due in the user nominated date range. Primary function is to verify cover and charges for each policy prior to issuing renewal notices. Can also be used for analysis of policy activity in nominated periods.

### (5) CLIENT AGED TRIAL BALANCE

A listing of all clients with aged balances detailed. Shows balance totals by \$ value and % for each outstanding month.

### (6) ANALYSIS AND INSURANCE COMPANY REPORTS

This group of reports is produced in batch sequence to provide an audit trail.

- i. Current Transactions, batch numbered. Then, from within this batch:
- ii. Sales Profit Analysis by each sale with totals.
- iii. Insurance Company Policy Advice lists all New, Renewed, Adjusted, and Cancelled policies for processing by each Insurance Company.
- iv. Receipt Analysis, by Insurance Company, then Agent, lists all policies paid for in this batch with totals to show funds transferrable to the Broker's holding trust fund, and commission payable to each agent.

### (7) CERTIFICATES OF INSURANCE

Printed for NEW policies only, after the actual policy is received from the Insurance Company and the policy number has been input to the policy record.

### (8) RENEWAL NOTICES

Notices are generated from within a user-selected date range. The system automatically decides whether it is a first or second notice to be issued.

### (9) STATEMENTS

Prints statement run date and month applicable to. As a Statement of Account, any policies with unpaid balances are listed in detail showing item and insured's name, the period of insurance, policy cost, invoice number and date, total amount paid so far with last receipt number and date. Balance outstanding is then featured prominently. Optional user-worded message lines are printed at the bottom, firstly as an overdue reminder and secondly for any general purpose.



# Debtors & Inventory



## Debtors

### Special features

If the extension of credit is a trading maxim for you, then your business success — perhaps even its survival, can be directly related to Debtor control.

This Debtors System aim is encapsulated in the prompt accurate production of account statements, along with supportive sales, management and financial control reports.

### Account Selection

Account numbers are replaced by Name Key. Any account may be found in less than one second, or alternately, accounts with similarly spelt names can be stepped through on the screen display to locate the correct one.

### Customer Master Record

Data carried on file per customer includes full name and address, phone number, person to contact, territory, buying level, last sale date, last payment date, month-to-date sales, year-to-date sales, credit limit, sales tax status, aged balances by month to 90+ days, and all current transactions in detail.

NOTE: "Territory" enables sales areas to be broken down into more than 700 categories. "Buying level" allows for four price structures from retail to wholesale and will synchronise with item pricing when integrated with Invoicing/Inventory.

### Screen Enquiries

The entire Customer Master Record including all current transactions may be called to the screen when required, and printed off if hard copy is needed.

### Dating

Automatic dating with today's date is available throughout the system.

### Transaction Entries

When input from manually raised source documents, all transactions, Invoices, Credits, Payments, and Journals, are entered using a standard procedure. Data validation is by an "OK?" check after each entry. Strict screen control ensures accurate input.

## Reports

Comprehensive reporting provides the following:

#### a) Statements

User company address-print is optional. Prints statement run-date as well as month applicable to. Outstanding balance brought forward is followed by all current transactions culminating in balance now owing, and date of last payment. User selectable options include an automatic accounting charge for an amount or percentage on overdue balances beyond any age specified. Two user-worded "overdue" messages of up to 60 characters applicable to age specified. A user-worded optional general message of up to 120 characters printed on all or no accounts. A breakdown of aged balances.

#### b) Labels

For all accounts, or selected accounts by statement, by territory, by last sale date, by purchase amount, or by postcode.

#### c) Aged Trial Balance

A listing of all accounts with aged balances detailed. Report totals show number of active accounts, inactive accounts, and balance totals in \$ value and as percentages of total outstanding.

#### d) Overdue Debtors

Overdue period is user defined. All key account details are provided in conjunction with amounts overdue. Report totals same as Aged Trial Balance.

#### e) Debtors Analysis

Selectable on four parameters:

1. All Debtors
2. By Territory
3. By Last Sale Date
4. By YTD Purchase Amount.

Listing provides all details in each Master Record with outstanding balances aged. Report totals same as Aged Trial Balance.

#### f) Transaction Control Reports

Produced in batch sequence as required. Lists all transactions, by type, input since last produced. Acts as journal record. Report totals show number of transactions per type, and dollar values.

#### g) Cash Summary

Essentially to assist banking. Lists all transactions relevant to account payments and cash sales with totals shown separately. Operates independently of Transaction Reports and does not interfere with batch numbering sequence.

#### h) Sales Tax

Monthly accumulative record, with totals for up to 5 Sales Tax Percentages.

# Inventory Section

# Debtors & Inventory

## Inventory

### Special features

A supplementary "front-end" to the Debtors System, where stock control and automatic invoicing are additional requirements. While optional, the Inventory is fully integrated, with an intelligent balance between simplicity of use and powerful, comprehensive reporting. Up to 10,000 items "on line" are updated instantly along with the Debtors Master Record and the instant Invoice print.

### Instant Debtor Checking

Debtor's key details are screen displayed including outstanding account balance — aged, the credit limit, buying level, sales tax code, and date of the last account payment. Delivery address and special instructions may be nominated per invoice.

### Automatic Pricing and Taxing

Four retail price levels are carried per stock item, along with the sales tax percentage. Each Debtors Master Record carries a "buying level" code and sales tax indicator. When invoicing, only two keyboard entries need be made per item — its stock number and the quantity. However the automatic pricing may be over-ridden if desired. Sales Tax is optionally calculated on cost, extended sell, or a set price-level.

### Pricing Watchdog

A vital monitoring of supplier's invoiced cost price is an automatic facility. Any variance between old and new cost prices is instantly reported. The variance is calculated as a percentage and the printed report additionally shows what adjustments should be made to each selling price level, based on the previous markup percentage. Each item and price level is calculated individually for perfect accuracy. The cost price on file is optionally either the latest, or average cost.

### Simplified Ordering and Back-Ordering

Each stock item carries in its record a minimum re-order level, a recommended re-order quantity, and three suppliers in priority order. This information along with the item's cost price is printed as a "Re-order" report whenever stock holding is deficient.

Rather than the tedious and inflexible retention of back-orders by the system for each Debtor and per item, a "short-supplied" report prints these details out, allowing for human control of the resultant order completion.

1

11X 151 BUSINESS SUPPLIES P/L  
39 GHERINGHAP ST.  
GEELONG 3220

## STATEMENT



11X 151 BUSINESS SUPPLIES P/L  
39 GHERINGHAP ST.  
GEELONG 3220

31/ 5/82  
for month of  
MAY

DATE	DETAILS	DEBIT	CR
	BALANCE BROUGHT FORWARD:	997.27	
28/ 3/80	INVOICE: 6217 CHARGES	382.00	
1/ 5/80	RECEIPT: 151 PAYMENT - THANK YOU		382.00
3/ 5/80	INVOICE: 5066 CHARGES	88.98	
5/ 5/80	INVOICE: 5289 CHARGES	20.88	
8/ 5/80	INVOICE: 5319 CHARGES	51.59	
8/ 5/80	INVOICE: 5324 CHARGES	32.46	
14/ 5/80	INVOICE: 5356 CHARGES	11.22	
14/ 5/80	INVOICE: 5350 CHARGES	52.65	
19/ 5/80	INVOICE: 5369 CHARGES	42.79	
21/ 5/80	RECEIPT: 154 PAYMENT - THANK YOU		16.98
22/ 5/80	INVOICE: 5504 CHARGES	55.02	
22/ 5/80	INVOICE: 5387 CHARGES	64.16	
27/ 5/80	INVOICE: 5517 CHARGES		

APRIL 1982 TOTAL NUMBER: 235  
ACC. CHARGES: 0.00  
TOTAL VALUE: 36520.95

#### GENERAL LEDGER JOURNALS REQUIRED:-

DR	CR		
DEBTORS	SALES:	81863.95	(NET ACCOUNT SALES)
CASH IN HAND	SALES:	25.00	(NET CASH SALES)
CASH IN HAND	DEBTORS:	44110.34	(NET ACCOUNT RECEIPT)
DISCOUNT ALLOWED	DEBTORS:	1232.68	(ACCOUNT SALES DISC)
DISCOUNT ALLOWED	CASH IN HAND:	0.00	(CASH SALES DISCOUNT)
SALES TAX (EXP)	SALES TAX (LIAB):	4045.95	(SALES TAX)
	17.50% SALES TAX:	2758.35	
	30.00% SALES TAX:	799.20	
	2.50% SALES TAX:	488.40	

2

\*\* DEBTORS JOURNALS MUST BE INDIVIDUALLY POSTED TO THE GENERAL LEDGER \*\*  
LAST TRANSACTION LISTING BATCH WAS 10

## Price List

Comprehensive price lists may be produced as and when required, either by product group or as a total inventory.

## Sales/Profitability - By Item & Group

The inventory can be divided into 99 product groups. Month to Date and Year to Date unit sales and profitability can be analyzed either by item or by these product groups.

## Speed and Efficiency

Minimal system delays are carefully staggered to synchronise with operator pauses. The high level of integration has not resulted in the sacrificing of processing speed or operator efficiency.



# Reports



3

SIX 'S' BUSINESS EQUIPMENT P/L				** CASH SUMMARY **		BATCH: 1	PAGE 1	AS AT 30/5/80
NAME KEY	ACCOUNT NAME	DATE	REF. NO	AMOUNT	DISCOUNT	BANK & BRANCH	AGE	
DRPFOS	DR. P. FOSTER & ASSOCIATES	2/ 5/80	0	250.00	0.00		0	
GFC	GEELONG FOOTBALL CLUB LIMITED	9/ 5/80	0	89.00	0.00	ANZ	0	
LEOPOLD	LEOPOLD PRIMARY SCHOOL	2/ 5/80	0	25.00	0.00	ANZ	0	
NEWCOMB	NEWCOMB HIGH SCHOOL	2/ 5/80	0	495.00	0.00	ANZ	0	
PRICEHIG	PRICE HIGGINS & FIDGE	21/ 5/80	0	166.00	0.00	ANZ	0	
PRICEWAT	PRICE WATERHOUSE & CO	9/ 5/80	0	250.00	0.00	ANZ	0	
WIGHTON	WIGHTON & McDONALD	9/ 5/80	0	95.00	0.00	ANZ	0	
ACROW	ACROW PTY LTD	21/ 5/80	2154	805.00	0.00	ANZ	0	
STIRLING	STIRLING SILVER SMITHS	13/ 5/80	34765	256.40	0.00	NBC GEELONG	2	
ACE	ACE BOTTLE SHOP PTY LTD	30/ 5/80	456796	391.20	0.00	CBA GEELONG	1	
CASH	* CASH SALES *	10/ 5/80	0	891.60	0.00		1	
CASH	* CASH SALES *	20/ 5/80	0	1321.10	0.00		1	
CASH	* CASH SALES *	30/ 5/80	0	1899.64	0.00		1	

NUMBER OF PAYMENTS: 13 GRAND TOTAL: 6935.14 0.00

(ACCOUNT PAYMENTS - CHEQUES: 2572.60)  
(ACCOUNT PAYMENTS - CASH: 250.00)  
CASH SALES: 4112.54  
CASH: 0.00

4

## 6S11,13 DEBTORS & INVENTORY

## \*\* SALES TAX FOR APRIL \*\*

17.50% SALES TAX: 2758.35  
30.00% SALES TAX: 799.20  
2.50% SALES TAX: 488.40

TOTAL SALES TAX: 4045.95

SALES - TAX EXEMPT PRODUCTS: 3321.00  
SALES - INCLUSIVE TAX PRODUCTS: 7860.00  
SALES - TAX EXEMPT CUSTOMERS: 16375.00

- 1 STATEMENT
- 2 STATEMENT RUN AUDIT SUMMARY
- 3 CASH SUMMARY
- 4 SALES TAX REPORT
- 5 PRODUCT ANALYSIS
- 6 DEBTORS ANALYSIS.

Many other reports including INVOICES

DEMONSTRATION			PRODUCT ANALYSIS - ALL PRODUCTS				AS AT 1/7/81		MONTH 1 PAID		
PRODUCT	GROUP	LOCATION	QUANTITY ON HAND	COST PRICE	PER	SELLING PRICE	REORDER LEVEL	MINIMUM REORDER	SAL'S SUPPLIERS	---MTD SALES---	---YTD SALES---
10	50	F-4	10000	9.50	100	11: 15.00 2: 14.00 3: 13.50 4: 13.00	5000	5000 15.00Z	1: 2 UNITS: 0 2: 0 COST: 0.00 3: 0 SELL: 0.00 PROFIT: 0.00	UNITS: 0 COST: 0.00 SELL: 0.00 PROFIT: 0.00	UNITS: 500 COST: 1125.00 SELL: 1844.00 PROFIT: 719.00
		DEBTORS INVOICE - 4 PART									
20	1	ROS	300	4.00	300	11: 8.40 2: 7.60 3: 7.20 4: 6.80	400	1000 15.00Z	1: 2 UNITS: 3 2: 0 COST: 1240.00 3: 0 SELL: 436.00 PROFIT: 196.00	UNITS: 60 COST: 4600.46 SELL: 6745.00 PROFIT: 1944.54	
		BOND COPY PAPER WHITE QTO									
30	1	C34	350	1.50	D01	11: 1595.00 2: 1495.00 3: 1400.00 4: 1200.00	5	10 INCLUS	1: 1 UNITS: 11 2: 2 COST: 1101.00 3: 3 SELL: 13180.00 PROFIT: 2169.00	UNITS: 11 COST: 1101.00 SELL: 13180.00 PROFIT: 2169.00	
		BIC BIRDS STANDARD 4 CLMS									
40	50										

NUMBER OF DEBTORS WITH BALANCES: 3 GRAND TOTAL: 0.00 235.60 68.40 0.00 304.00  
NUMBER OF DEBTORS WITH NIL BALANCES: 1 0.00% 77.50% 22.50% 0.00% 100.00%

# Creditors & General Ledger

The measure of competent management may be said to be seen foremost in its financial administration. Fund sourcing, cash-flow, and creditor manipulation hinges on having the facts for decision-making. These facts are epitomized in the Profit and Loss Statement and Balance Sheet — management tools of the highest order.

Complete integration of Creditors and the General Ledger ensures the prompt, accurate provision of management facts, and is total in this system.

## Features of the Creditors Ledger

Designed as an "open-item" system where all transactions are retained individually until processed completely. As the "front-end" ledger to the General Ledger, it caters for production of monthly cheques and Remittance Advices, and combines supportive management and financial control reports with automatic posting to the General Ledger.

## Account Selection

Account numbers are replaced by Name Key. Any account may be found in less than one second, or alternately, accounts with similarly spelt names can be stepped through on the screen display to locate the correct one.

## Creditors Master Record

Data carried on file per creditor includes full name and address, phone number, usual person to contact, discount %, period for payment, last purchase date, last payment date, Month To Date purchases, Year To Date purchases, all outstanding current transactions, individually, and with their effect on one-another. NOTE: "Discount %" enables automatic prompt-payment discount to be taken. "Period Payment" synchronises with discount % and controls when each invoice is to be paid.

## Screen Enquiries

The entire Creditors Master Record including all current transactions may be called to the screen when required.

## Transaction Entries

Data validation at time of entry and operation relevant to each transaction type is screen controlled. In addition to Invoice, Payment and Credit transactions, the system allows for Unapplied Credits, a special category we have created to provide great flexibility in credit processing, without conflicting with the "open-item" methodology.

1

THE KRUMH CORPORATION		BALANCE SHEET		AS AT 1/9/82		ASB12-4	PAGE
		DEBIT	CREDIT	LAST YR BAL			
CAPITAL - WILLIE KRUMH			25000.00		25000.00		
CAPITAL - BERT KRUMH			22000.00		22000.00		
CAPITAL - MYRTLE KRUMH			11850.00		15000.00		
PROPRIETORSHIP			58850.00		72000.00		
CURRENT ASSETS							
CASH IN HAND / BANK OVERDRAFT		27786.19			3400.45		
OFFICE IMPREST ACCOUNT - ANZ		39.45			45600.20		
OVERSEAS TRADE ACCOUNT - CIBC		12300.00					
LOAN - BRUCE E. KRUMH		1800.00					
DEBTORS		36183.89			38057.43		
SHORT TERM INVESTMENT - STATE B.S.		13000.00					
STOCK ON HAND AT PERIOD OPENING		7844.00					
		149773.53			87058.08		
LESS CURRENT LIABILITIES							
CREDITORS			51195.03				
SALES TAX PAYABLE			25198.80		75043.70		
PAYROLL GROUP TAX PAYABLE			4758.45		16700.00		
SHORT TERM MORTGAGE LOAN			18400.00				
AMOUNTS DUE - CONTRACT OF SALE			13500.00		3890.00		
SHAREHOLDERS LOAN - MYRTLE KRUMH			4890.00		5200.00		
1 PROVISION FOR SICK PAY			6555.00				
2 PROVISION FOR SICK PAY			3400.00				
3 PROVISION FOR SICK PAY			1788.00				
1 PROVISION FOR HOLIDAY PAY			12658.00				
2 PROVISION FOR HOLIDAY PAY			17400.00				
3 PROVISION FOR HOLIDAY PAY			1321.00				
1 PROVISION FOR LONG SERVICE LVE			4800.00				
2 PROVISION FOR LONG SERVICE LVE			1644.00				
			167496.28		100833.70		
WORKING CAPITAL		2277.25					
PLUS FIXED ASSETS							
LAND AND BUILDINGS HEAD OFFICE		56400.00			125000.00		
DEPRECIATION OF LAND & BUILDINGS		12350.00			36400.00		
1 FITTURES AND FITTINGS		12400.00			12400.00		
1 DEPRECIATION OF FIT/FITTINGS		3860.00			2400.00		
2 FITTURES AND FITTINGS		6500.00			3500.00		
2 DEPRECIATION OF FIT/FITTINGS		2544.00			876.00		
3 FITTURES AND FITTINGS		5300.00			8500.00		
3 DEPRECIATION OF FIT/FITTINGS		1230.00			1740.00		
1 OFFICE EQUIPMENT		5700.00			5700.00		
1 DEPRECIATION OF OFFICE EQUIPMT		3780.00			3630.00		
2 OFFICE EQUIPMENT		4470.00			326.00		
2 DEPRECIATION OF OFFICE EQUIPMT		1850.00			310.00		
3 OFFICE EQUIPMENT		1676.00			2300.00		
3 DEPRECIATION OF OFFICE EQUIPMT		1350.00			2100.00		
COMPUTER EQUIPMENT		56711.20			56000.00		
DEPRECIATION OF COMPUTER EQUIPMT		13300.00			23500.00		
		107743.20			284702.00		
PLUS INVESTMENTS							
MEDIUM TERM INVEST. - STATE B.S.		8000.00					
CASH IN TRUST		3700.00					
FIXED DEPOSITS		7500.00					
DEBENTURES		3600.00					
		22800.00			0.00		
PLUS INTANGIBLE ASSETS							
FORMATION EXPENSES		4300.00			3650.00		
GOODWILL		8500.00			15000.00		
		12800.00			18650.00		
LESS DEFERRED LIABILITIES							
MORTGAGE ON HEAD OFFICE L & BUILD			41890.00		320000.00		
LONG TERM LOAN - MED KRUMH			22000.00		25000.00		
			63890.00		345000.00		
		81730.45					

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THE KRUMH CORPORATION		TRANSACTION LISTING BY CREDITOR				AS AT 1/9/82			
NAME KEY	NAME	TYPE	DATE	REF. NO	AMOUNT	B/L	BAL. O/S	CR. REF.	CR. AMOUNT
ABC	ABC FINANCE LIMITED	INVOICE	25/8/82	AB8347	220.50	470	0.00	900103	220.
		INVOICE	25/8/82	AB8348	225.00	330	0.00	900103	225.
		AUGUST:			0.00		0.00	900103	165.
		JULY:			0.00		0.00	900103	165.
		90+ DAYS:			0.00		0.00	900103	165.
		TOTAL:			0.00		0.00	900103	165.
		PAYMENT	1/9/82	900103	1555.00	21			
ESANDA	ESANDA LTD	INVOICE	8/8/82	BENZ	722.80	470	0.00	900101	722.
		INVOICE	12/8/82	BEN TR	430.00	450	0.00	900101	430.
		AUGUST:			0.00		0.00	900101	330.
		JULY:			0.00		0.00	900101	355.
		90+ DAYS:			0.00		0.00	900101	355.
		TOTAL:			1838.40				
		PAYMENT	28/8/82	900101	1838.40	21			
KARLOFF	KARLOFF CUSTOMER SERVICE	INVOICE	8/9/82	BENZ	722.80	470	722.80		
		INVOICE	12/9/82	BEN TR	430.00	450	430.00		
		INVOICE	25/9/82	FRKFLT	330.00	450	330.00		
		INVOICE	25/9/82	PRIME	355.60	90	355.60		
		INVOICE	27/7/82	9478	133.90	491	0.00	900102	133.
		INVOICE	1/9/82	8766	84.50	491	84.50		
		CREDIT	1/9/82	APPLCR	-35.00	491		REASON: APPLIED	
KRUMH	MYRTLE KRUMH	PAYMENT	1/9/82	900102	-84.07	21		+ DISC:	14.
		UNAP. CR	1/9/82	32	-35.00		0.00	REASON: OVERCHARG	
		TOTAL:			0.00				





# Creditors & General Ledger Reports (Creditors Listing)

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THE KRUNCH CORPORATION		PROFIT AND LOSS STATEMENT		AS AT 1/ 9/82		68812.3		PAGE 1	
COST CENTRE: 1		DEBIT		CREDIT		YTD BUDGETED	1 VAR	1 ABT YR BAL	
		SEPTEMBER	YR TO DATE	SEPTEMBER	YR TO DATE				
OPERATING REVENUE									
1 SALES -CASH				0.00	19021.34				
1 SALES -ACCOUNT				0.00	111242.54				
				0.00	130263.90				
LESS TRADING COSTS									
STOCK ON HAND		44876.80	47480.00						
1 STOCK PURCHASES		0.00	95446.00			375000.00	-751	1230788.00	
1 DELIVERY CHARGES INWARDS		0.00	254.00			375.00	211	1350.00	
1 SALES TAX		0.00	8690.80			11749.98	-231	35400.00	
1 CUSTOMS/DUTIES		0.00	43.30						
		44876.80	152714.10			387124.98	-611	1267738.00	
LESS STOCK ON HAND 1/ 9/82									
		44876.80	44876.80						
		0.00	105817.30						

## GROSS OPERATING PROFIT

## LESS SELLING EXPENSES

1 ADVERTISING	0.00	250.00
1 COMMISSIONS PAID	0.00	125.00
1 DELIVERY COSTS	0.00	15.00
1 SALES EQUIPMENT LEASE	0.00	774.00
1 MOTOR VEHICLE LEASE - SALES	0.00	1235.00
1 MOTOR VEHICLE RUN COSTS -SALES	0.00	220.00
1 PETTY CASH -SALES	0.00	88.00
1 SALARIES - SALES STAFF	0.00	2670.00
1 TELEPHONE -SALES	0.00	320.00
	0.00	35.00
	0.00	476.00

## REMITTANCE ADVICE TO:

ABC FINANCE LIMITED  
PO BOX 566  
WEST MELBOURNE 3322

## FROM:

THE KRUNCH CORPORATION  
THIS IS AN OPTIONAL  
ADDRESS PRINT 1234

## INVOICES ACCEPTED TO END OF SEPTEMBER -

TYPE	DATE	REF. NO	AMOUNT	BAL. D/S
INVOICE	25/ 8/82	AB6347	220.50	0.00
INVOICE	25/ 8/82	AB6348	225.00	0.00
INVOICE	25/ 8/82	AB6349	165.00	0.00
INVOICE	25/ 8/82	AB6350	165.00	0.00
PAYMENT	1/ 9/82	900103	-1551.00	
INVOICE	25/ 9/82	AB6349	165.00	0.00
INVOICE	25/ 9/82	AB6348	225.00	0.00
INVOICE	25/ 9/82	AB6347	220.50	0.00
INVOICE	25/ 9/82	AB6350	165.00	0.00

BALANCE STILL OUTSTANDING:	0.00
REMITTANCES AND DISCOUNT:	1551.00
CREDITS ALLOWED & TAKEN:	0.00

## REMITTANCE ADVICE TO:

KARLOFF CUSTOMER SERVICE  
45 DARK ROAD  
NORTHMEPE SA 5678

## FROM:

THE KRUNCH CORPORATION  
THIS IS AN OPTIONAL  
ADDRESS PRINT 1234

## INVOICES ACCEPTED TO END OF JULY -

TYPE	DATE	REF. NO	AMOUNT	BAL. D/S
INVOICE	27/ 7/82	8678	133.90	0.00
CREDIT	1/ 9/82	APPLER	-35.00	
PAYMENT	1/ 9/82	900102	-84.07	

BALANCE STILL OUTSTANDING:	0.00
REMITTANCES AND DISCOUNT:	98.90
CREDITS ALLOWED & TAKEN:	35.00

+ DISC. TAKEN: -14.83

## REMITTANCE ADVICE TO:

SYSTEMS STATIONERY  
39 GREYHOUND ST  
GEELONG VIC 3220

## FROM:

THE KRUNCH CORPORATION  
THIS IS AN OPTIONAL  
ADDRESS PRINT 1234

## INVOICES ACCEPTED TO END OF

TYPE	DATE	REF. NO	AMOUNT	BAL. D/S
INVOICE	1/ 8/82	34564		
INVOICE	8/ 8/82	34634		
INVOICE	12/ 8/82	34697		
CREDIT	1/ 9/82	476		
CREDIT	1/ 9/82	APPLER		
PAYMENT	1/ 9/82	900105		

BALANCE STILL OUTSTANDING:	
REMITTANCES AND DISCOUNT:	
CREDITS ALLOWED & TAKEN:	

## THE KRUNCH CORPORATION

## PERIOD CASH REQUIREMENTS FOR SEPTEMBER 1982

## NAME KEY NAME

## PERIOD DISC TYPE DATE REF. NO BAL. D/S LESS DISC PAYMENT DUE ACTION

## ESANDA ESANDA LTD

## 1 0.001 INVOICE 8/ 9/82 BENZ

## INVOICE 12/ 9/82 BEN'TR

## INVOICE 23/ 9/82 FRKLET

## INVOICE 28/ 9/82 PRIME

## TOTAL PAYMENT DUE:

## KRUNCH MYRTLE KRUNCH

## 1 0.001 INVOICE 1/ 8/82 LOAN

## INVOICE 1/ 9/82 LOAN

## TOTAL PAYMENT DUE:

## ROTBUT WENDAL ROTBUT

## 1 0.001 INVOICE 1/ 9/82 2 RENT

## TOTAL PAYMENT DUE:

## SYSTEMS SYSTEMS STATIONERY

## 2 10.001 INVOICE 1/ 8/82 34564

## UNAP. CR 7/ 8/82 49

## INVOICE 8/ 8/82 34634

## INVOICE 12/ 8/82 34697

## TOTAL PAYMENT DUE:

## UNAPPLIED CREDITS:

722.80	0.00	722.80	
430.00	0.00	430.00	
330.00	0.00	330.00	
355.60	0.00	355.60	
TOTAL PAYMENT DUE:		1838.40	
120.00	0.00	120.00	
120.00	0.00	120.00	
TOTAL PAYMENT DUE:		240.00	
228.70	0.00	228.70	
TOTAL PAYMENT DUE:		228.70	
564.30	56.43	507.87	
-135.70			
13.20	1.32	11.88	
142.99	14.29	128.70	
TOTAL PAYMENT DUE:		448.45	
UNAPPLIED CREDITS:		-135.70	
TOTAL PAYMENT DUE:		2955.55	
UNAPPLIED CREDITS:		-135.70	

TOTAL NUMBER OF REMITTANCES: 3  
TOTAL AMOUNT OF PAYMENTS: 2161.39

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# General Ledger Section

## Reports

### a) Creditors Aged Trial Balance

Basic Creditor details with balances aged over current month to 90+ days. Totals shown as % breakdown for each aged period.

### b) Creditors Analysis

Entire master file data per creditor with aged balances is available in three sequences:

1. Entire Creditors File.
2. Year To Date Purchases (range).
3. Discount % Available (range).

### c) Transaction Listing

In batch sequence a listing of all transactions by type.

### d) Transaction Listing by Creditor

A total listing of all outstanding invoice transactions per Creditor and including current month transactions of all types.

### e) Transaction Listing by General Ledger Account.

A total listing of all General Ledger Accounts with transactions for the current month. Month To Date and Year To Date postings are also shown as totals.

### f) Cash Requirements Report

Lists by Creditor only those invoices which are due for payment. These are printed with discounts available for meeting payment criteria, along with any Unapplied Credits available to offset the amount owing. Shows total cash requirement to meet these commitments, but does not force their payment.

### g) Remittance Advices

A summary of transactions and current payments per creditor, with or without an accompanying cheque. Can be printed for the total file, or per Creditor.

### h) Cheque Writer

Available at the time of payment input, this procedure prints cheques in standard continuous cheque stationery format. So you still feel useful, the computer does not sign them.

## Features of the General Ledger

The General Ledger is the core of your accounting. By its Chart of Accounts it provides a final classification of all transactions, from Debtors and Creditors Ledgers and the General Journal, for the Month and Financial Year To Date.

## Double Entry

All transactions input through the Creditors Ledger and General Journal have automatic facilities for ensuring correct double entry accounting procedures are adhered to.

## General Ledger Master Record

Data carried on file per account includes number, name and type, (that is, ASSET, LIABILITY, EXPENSE, OR REVENUE) along with last posting date, Month To Date balance, and Year To Date balance. Budget is carried in EXPENSE and REVENUE accounts.

## Transaction Entries

Transactions are posted either by routine operation through the Creditors Ledger or by specific access using a General Journal Entry. Data validation at time of entry and operation relevant to each transaction type is screen controlled.

## Screen Enquiries

Each General Ledger Account may be viewed through the screen enquiry procedure.

## Reports

### a) Chart of Accounts

A listing of all General Ledger accounts established, with or without balances, grouped in ASSET, LIABILITY, EXPENSE, and REVENUE format.

### b) General Ledger Trial Balance

A listing of all Charted Accounts with balances, showing totals per account as debit or credit, current month and Year To Date.

### c) Profit and Loss Statement

A listing of all Revenue and Expense Accounts with balances in Trading, Profit and Loss format. Totals are shown per account as debit or credit, current month and Year To Date.

Progressive calculation reveals:

1. Gross Operating Profit
2. Operating Profit.
3. Net Profit.

### d) Balance Sheet

General Balance Sheet format highlighting the calculation of Working Capital, and a final total equal to Proprietorship plus or minus the Year To Date Trading Profit or Loss.

## Computing Power

In no other system is the power and versatility of the micro-computer's application to business more clearly shown. Business survival and success in this decade may well relate to the speed and accuracy of management decisions. No other single tool will assist your business more in achieving this.





## Letter Setter — The way with words

COMMUNICATIONS, the fundamental requirement of business relations, negotiations, and transactions is also the latest micro-electronics growth area. Today the accepted formal method for the exchange of facts is the printed page. Tomorrow, who can be sure?

Modular design of the Pascal Letter Setter has enabled our creating a word processing tool which is for both now and the future. The computer on which you create your documents will be able to output on the medium of your choice: a printer for traditional "hard-copy", or communication with other computers anywhere in the world.

The Pascal Letter Setter is Release One – Level One, in the Six 'S' Softform Modular series. It will remain compatible with an entire range of packages having the common features of user-friendliness in operation, and flexibility to perform the relevant tasks you want, the way you want it done.

### Hold-your-hand screen, and keyboard

The keyboard works in the same fashion as a normal typewriter. Unlike a typewriter where you format each line as you type it, here you can type each paragraph as if it were one continuous line. You are able to specify the width of each line of type later, and the computer will automatically work out spacing across the line for you, so that the right edge of your text is as straight as the left edge.

The computer guides you through your tasks by the screen display showing your options and special instructions. The Pascal Letter Setter always displays your options across the top screen line. Each option may be 'called', by pressing the key indicated. All option paths extend from a Central Command Menu like spokes from the hub in a wheel. The ESCAPE key re-calls you from any option back to the Central Command Menu. With all your options clearly displayed, and a single key 'escape' feature, there is no chance of getting lost, or disheartened by a tedious familiarisation period.

A small indicator called the cursor is always displayed on the screen as your focal action point. This cursor can be

moved up, down, left and right, either quickly or slowly, through each document. Documents which you have chosen to link together can also be moved directly into and out of, at will.

### Effective printer control

Whatever your choice in printer, the Pascal Letter Setter can optimise its performance. Through the Command Module you can simply define your printer's special abilities such as expanded or condensed print, precisional proportional spacing, super- and sub-scripting, underlining and so on. These special facilities can then be applied anywhere in your text to enhance the quality of your finished output.

A PRINTOUT DEFAULT TABLE is displayed on each document for you to approve prior to queueing it for printing. The 14 formatting instructions therein are stored permanently per document. While these act as broad specifications for the printed result, any of these or many other format-affecting commands can be embedded in the text for special effects.

### Database file merging

Many documents you create will be used repeatedly, with only the alteration of a few variables. To save re-creating these documents each time they are used, you may simply create an ancillary DATA FILE for names and addresses and the like. In fact you can define up to 32 fields of data per record, specifying each field's length and title, and any reasonable number of records per file. These data files can then be used as often as you wish, merging with any number of different documents. The documents will be precisionally formatted around each field inserted, regardless of the field size.

### True dual tasking

Waiting while the printer produces the documents you want is the bottle-neck in word processing. Especially when a lengthy document or a number of documents are to be produced. The Pascal Letter Setter enables you to create a Document Print Queue. While your documents are being printed, full control is returned to the operator for continuing productive work. When the printer requires

operator action, such as changing the ribbon, printhead, or inserting a new piece of paper, this instruction will appear on the bottom of the screen, creating minimal intrusion. This is true dual tasking, and effectively doubles your computer's usefulness.

### Document linking

To assist in text creation each document is limited to a size comfortable for your computer memory, and you, to work with. However for editing, each document file can be linked in any desirable order to another. The operator can then move freely between these files at will. When printing linked document files, page numbering is continuous, and the printer defaults for the first document are maintained for all in the chain to present uniformity in output.

### Copying text

You may shift existing blocks of text either in the document you are working on, or in another document, to any location you desire.

### Automatic error correction

A Find/Replace facility enables the eradication of any consistent errors, or the making of necessary amendments, automatically.

### Modular enhancement

The product release dated November 1981 is **RELEASE ONE - LEVEL ONE**: a stand-alone package which will serve as an adjunct in the Six 'S' Modular Softform Series. The intent of this series is to probe the vast areas of communications and data manipulation. Each subsequent level will enhance the role of the Pascal Letter Setter in optimising your computer's contribution to task management.

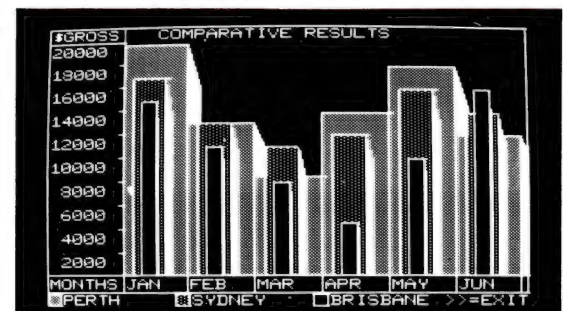
## Profit Plotter for Graphic Illustration

Visual representation of trading results has long been regarded as the best means for crystalizing appreciation of performance. This has proved particularly true when comparative results are available. The Pascal Profit Plotter is a general purpose medium for achieving this.

Key features of this utility program are:

- \* Speed and simplicity in creating files for screen graphing.
- \* Automatic storage of data for re-use.
- \* Optional selection of comparative graphing.
- \* Automatic creation and management of the X and Y co-ordinates for comparisons.
- \* Sharp and fast production of graphic images on the screen.

### SAMPLE COMPARATIVE BAR GRAPH:

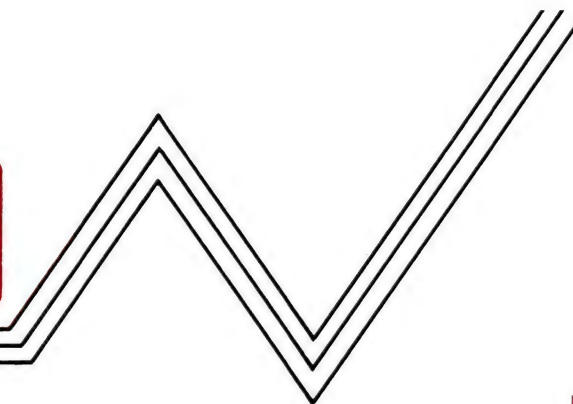


Observe that the overlays are given a three dimensional effect, but accurate comparison is retained by a common Y co-ordinate from the scale on the left side. The program will automatically match scales, and the records plotted are named according to the first file record labels. The bar widths are also automatically adjusted to suit the number of records to be plotted. Up to 26 records are displayed per file. The legend across the bottom line identifies the source of the graphed information.

- \* The graph is constructed in a matter of seconds, after the files to be plotted are nominated.
- \* An alternative method of display is available in the provision of an additional line graph facility.



## Series III



### The Professional Business Pack

The initial limiting constraints with microcomputers which seriously affected software development were: RAM availability, disk storage capacity, and speed of operation, particularly I/O speeds.

On all but hobby computers these constraints have been overcome. A microcomputer with 128K or even 256K of RAM, 5 megabytes of hard disk storage and a powerful operating system, coupled with a printer capable of 150 and more cps, forms a readily available and affordable hardware package for most small businesses. A hardware system of this capacity and capability opens the possibility for software to provide a total business management system. For this reason the Series III Software concept has been developed.

### Extra Features

Series III Software embodies all of the features in the software packages outlined previously. In addition, each individual package provides powerful extra facilities. For example:

The Inventory has a unique alpha-numeric index providing a superfast add, find, use, or delete product facility. It is guaranteed to maintain its high-speed efficiency in operation whether it contains 1,000 or 10,000 items.

The General Ledger provides branch analysis, management of multiple bank accounts, cheque reconciliation, and high speed total integration with the Creditors Ledger.

The Letter Setter serves several functions. Apart from normal word-processing it integrates with all other packages to enable selective mailing to your DEBTORS, CREDITORS, or EMPLOYEES, on a range of parameters. Need to send information to or receive information from another office — down the street, or across the world? The Communications adjunct manages serial output to do this automatically in background mode if you like, while you continue with other word-processing functions.

Then to clearly illustrate your business performance, the Pascal Profit Plotter will draw powerful graphic displays showing comparative results of operation in all business activities.

All these options are selectable from a central menu without the need for extensive computer operating knowledge.

### All Your 'Eggs' in One Basket?

With all your business activity being processed in the one computer using a common data storage media, perhaps you may feel a degree of concern in possible 'vulnerability'. To allay all possible fears the Series III Business Pack is supported by the 6S JANITOR, a powerful combination caretaker program which, as often as you desire, will examine the condition of your data files. It reports on any irregularities, such as a mismatch in clients, debtors, or creditors aged balances with the total of transactions on file, the data in an insurance policy record, or the validity of data in your Inventory Items files. You are given the opportunity to correct this information, independently of the editing controls in the software which normally supervises the input of this data. This serves a dual purpose: The specific software package retains its strict and protective editing controls over data entry and method of operation, and an independent system for checking and rectifying data ensures the perfect condition of your computer-stored information. Eliminated is unnecessary concern about having all your eggs in the one basket.

### Series III features:

- \* CENTRAL COMMAND AND SELECTION MENU.
- \* POWERFULLY ENHANCED RANGE OF SOFTWARE PACKAGES.
- \* CO-OPERATION OF INDEPENDENT PACKAGES.
- \* SELECTIVE ACCESS TO ALL MASTER RECORDS FOR PERSONAL AND BATCH COMMUNICATION.
- \* COMPUTER COMMUNICATIONS CAPABILITIES, LOCAL AND INTERNATIONAL.
- \* SHARP SCREEN GRAPHING OF OPERATING RESULTS.
- \* The 6S JANITOR - to PRESERVE THE INTEGRITY OF YOUR DATA.



# If You Really Want To Know : A.S.K.!

The 6S A.S.K.! program is your Accounting Scenario Key. If you are unsure as to what this may mean, please let us explain!

There can be no doubting the significance of the TRADING, PROFIT & LOSS Statement, or the BALANCE SHEET. The role of these two reports is critical in crystalizing the results of any given trading period, and then relating these results to the entire financial position of an enterprise. But of acknowledged increasing significance in the management function is research into the figures which make up these reports — the ACCOUNTING SCENARIO.

Awareness of the value in drawing on the scenario seems to have been slow in the small business sector. Once enough information has been collated for taxation assessment, interest in trading results seems to wane. Yet a goldmine of facts lies beneath the surface, capable of providing an interpretive and three-dimensional view of performance.

The KEY objectives in classifying this additional information in the 6S A.S.K.! program are seen to be:

1. MAXIMIZING YOUR RETURN ON INVESTMENT.
2. OPTIMIZING OPERATING PERFORMANCE.
3. EVALUATION OF FINANCIAL POSITION - SHORT, MEDIUM, & LONG TERM.
4. MEASUREMENT OF CALIBRE IN CURRENT AND FIXED ASSET MANAGEMENT.
5. FORMULATION OF CASH FLOW AND PERFORMANCE PROJECTIONS.

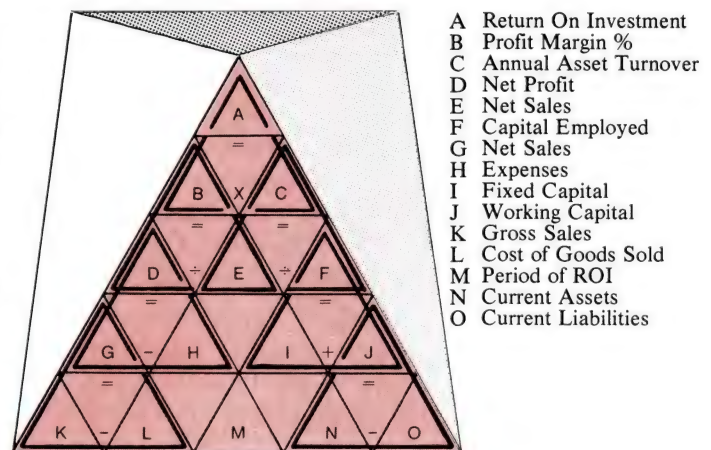
The particular value of the figure matrix created in the A.S.K.! program is in TREND ANALYSIS. This requires a VECTOR EXTENSION (the adding of an extra dimension) of the matrix to cover trading performance over several trading periods, where possible.

Until the creation of the 6S A.S.K.! PROGRAM the compilation and evaluation of this material was almost a prohibitive task for all but accounting staff specially trained in ratio analysis. Now, in a brief period, with minimal reasonable effort, this vectored matrix analysis is in your hands, to be run as and when you require.

A basic level of artificial intelligence from the 6S A.S.K.! PROGRAM ensures that the METHOD OF EVALU-

ATION is understood, and the VALUE OF RESULTS is appreciated.

The ROI PYRAMID is shown as an example of the methods employed in A.S.K.!:



This pyramid is created through collating the factors that calculate RETURN ON INVESTMENT (or ROI). This enables the realistic comparison of the dividend obtained on the worth and performance of an enterprise with traditional investment returns. Simply put: Would you, as the business proprietor, have been better off working for someone else with your capital in a safe investment account? This question is partially answered by the 'pyramid'.

More than 20 other graphs, charts, and matrix grids supplement the ROI pyramid. A basic accounting tutorial takes the user through each phase of analysis simply and clearly, explaining each step and offering further information and review if required. A powerful 'what if ... ?' query facility is built in to extrapolate results displayed in the projection matrices.

Two dimensional basic accounting scenario reports are transformed by the 6S Accounting Scenario Key Software, the A.S.K.! program, into a three dimensional image which:

PROVES PERFORMANCE,  
PLANS PROFITABILITY,  
PLOTS PROGRESS.

Those six "P"s from this Six "S" program can be the key to greater business achievement, and accounting appreciation. Just A.S.K.!



# Glossary



**ACCESS TIME.** The interval between requesting and receiving DATA.

**AGED BALANCES.** Outstanding \$ amounts allocated to the period in which they originated — usually CURRENT, 30, 60, and 90 DAYS AND OVER.

**AGED TRIAL BALANCE.** A report or list of all accounts in a ledger showing aged amounts outstanding.

**A/N Alpha/numeric.** Indicates a data field allows input of both ALPHABETICAL AND NUMERIC CHARACTERS.

**ARTIFICIAL INTELLIGENCE.** The capability of a DEVICE to perform functions that are normally associated with human intelligence.

**APPLICATIONS SOFTWARE.** Programs designed to perform dedicated or specific user tasks, as distinct from OPERATING SYSTEM SOFTWARE.

**ASCII.** American Standard Code for Information Interchange (pronounced Ass-key). A standard 8-bit code used for exchanging data within or between computers.

**ASSEMBLER.** An Operating System utility which functions as a COMPILER except instead of translating HIGH LEVEL LANGUAGES it translates MNEMONIC forms of MACHINE LANGUAGE instructions.

**ASYNCHRONOUS.** A method of ensuring the correct transmission of SERIAL data by using a variable time interval between each successive WORD, but fixed time intervals between successive BITS which comprise each word.

**AUDIT TRAIL.** A “trail” or clearly traceable record of action, available through recording of all business activities. For audit and verification purpose.

**BALANCE BROUGHT FORWARD.** A method of record-keeping where only outstanding balances are carried forward to the next trading period, rather than individual outstanding transactions.

**BATCH NUMBER.** Any information keyed in and printed out as a group may be referred to as a BATCH. For AUDIT TRAIL purpose, transaction batch listings are numbered. The last used number appears on the report responsible for end of month and year processing.

**BAUD.** A unit of information transfer per second. Approximate character transfer speeds can be calculated by dividing the baud rate by 10. (e.g. 300 Baud is approximately 30 characters per second).

**BIT:** Is a BInary digiT with a value of 0 or 1, and is the basic unit of computer processing.

**BLOCK.** A logical section on the surface of your storage media identifiable by your computer and usually corresponding to one or more physical sectors. (e.g. 256 or 512 Bytes or characters).

**BOOT, BOOTING, BOOTSTRAP** are all derivatives of “starting off”, and refer to the computer’s start up procedures immediately after switch-on, and prior to commencing any application programs.

**BUFFER.** A section of memory provided in the computer or peripheral devices to ensure that information is not lost when being transferred from one location to another.

**BUG.** A common term for a logic error written into a computer program.

**BUS.** A set of connection lines between components.

**BYTE.** A group of 8 BITS.

**CHART OF ACCOUNTS.** A listing of all accounts in the GENERAL LEDGER.

**CHIP.** A silicon wafer containing an INTEGRATED CIRCUIT, in a protective housing with a row of metal legs on either side for connecting to the outside world.

**CODE.** A system of symbols for representing text or data.

**CONSOLE.** A peripheral device for communication between operator and computer, generally the keyboard.

**COMPILER.** An Operating System utility which translates programs in a high-level computer language (or SOURCE CODE) into machine language or (OBJECT CODE).

**CPI.** Characters Per Inch.

**CP/M.** Control Program for Microcomputers. A DOS developed several years ago by Digital Research for the 8080 single-user 8-bit CPU. Compatibility with the Z80 CPU has resulted in a large base of users and applications software. Several myths surround this product. The facts are: It is NOT the most widely used 8-bit DOS; it is not transportable to other CPU’s without hardware add-ons; even if it is re-developed for 16-bit CPU’s, little applications software currently supported will be transportable; CP/M-86 (a 16-bit DOS for the 8088/6 CPU) is not the same as, or compatible with, CP/M. Compare with “p-System”.

**CPU.** Central Processing Unit. The main processing unit (or chip), the “BRAIN” of the computer.

**CPS.** Characters Per Second.

**CRT.** Cathode Ray Tube. Abbreviated reference to a computer screen.

**CURSOR.** A position indicator on the computer screen display, usually a blinking square or dash the width of one screen character.

**DAISY WHEEL PRINTERS.** A printer which uses a character head shaped like a daisy with about 100 ‘petals’ and a different character on the end of each petal. The characters are imprinted on paper by being struck from behind by a small hammer.

**DATA.** Meaningful and hopefully factual information keyed into, or produced by your computer. (Correctly pronounced “DAY-ta”).

**DATA BASE.** A collection of data on which application software can be based or which is directly accessible by a user.

**DBMS.** Data Base Management System. A software system designed to manage access to a data base.

**DEDICATED.** A program or computer used for a specific task.

**DENSITY.** The number of characters or bits that can be stored in a given media area.

**DEVICE.** A machine or peripheral performing a specific function.

**DIRECTORY.** A list of files on storage media.

**DISK, DISK DRIVE.** A device for storing data employing a magnetic recording principle. The media may be ‘floppy’ (a diskette) or ‘hard’ (a disk). Hard disks are sealed units. Floppy diskettes are housed in a semi-sealed jacket and are removable from the device. Varying sizes and storage capacities are available. The smallest floppy diskette is currently about 3.5 inches in diameter and contains a minimum of 70K Bytes. Depending on the DENSITY of recording employed this can be increased to 1 Megabyte. Hard disks operate many times faster and can store many megabytes. A computer can have several of these devices connected at the same time.

**DISTRIBUTED PROCESSING.** The provision of processing capability at user locations separate from a central computer. This may be achieved by either MULTI-USER or NETWORK facilities.



# Glossary continued

**DOCUMENTATION.** The written and illustrated operating instructions which accompany hardware and software.

**DOS.** Disk Operating System. That portion of the **OPERATING SYSTEM SOFTWARE** which manages the operation of disk media when attached to a computer. (More specifically, the files which reside on that disk media.)

**DOT MATRIX PRINTER.** A printer that forms characters by an impacted pattern of dots. A common grid of dots is 7 wide and 9 high. This method of printing is noted for its speed and reliability, though the quality is inferior to wholly formed letters as in the **DAISY WHEEL** type.

**DOWNTIME.** The time interval during which a device is out of order.

**DRIVER.** A euphemism for that part of an **OPERATING SYSTEM** which is responsible for controlling and communicating with a given **PERIPHERAL**. Each peripheral has an independent driver. Often referred to as a "Device Driver".

**DYNAMIC MEMORY.** Computer memory which requires constant refreshing by low voltage electricity cycles. Variation in the refresh rate invariably means the loss of the stored values in memory at the time.

**ERROR MESSAGES.** Succinct statements from the Operating System indicating **WHY** and **WHERE** a failure has occurred during software execution.

**EXECUTE.** To commence operation of a specified program or utility. In the Pascal Operating System this instruction is identified as **X** (ecute). It is implemented by pressing **X** on the keyboard when the screen displays the Initial Pascal Command Line, followed by the device location, and name of the program to be executed.

**FIELD.** A group of characters with a specific identity.

**FILE.** An organized collection of data **RECORDS**.

**FILER.** A utility of the Pascal Operating System for managing and manipulating text and data files and the storage media. Identified as **F** (iler) and implemented by pressing **F** on the keyboard when the screen displays the Initial Pascal Command Line.

**FLOWCHART.** A graphic representation of system design, or similar.

**FONT.** The size and style of a particular character set.

**FORMAT.** The arrangement of sectors and tracks on a data recording medium. A recording surface generally must be formatted before it is usable by a **DOS**.

**FRICTION FEED.** A technique for paper feeding in a printer which employs pressure on the paper rather than 'sprocket' or tractor feed.

**GARBAGE.** The opposite to **DATA**. Useless information either unreadable or irrelevant.

**HANDSHAKING.** The synchronized exchange of signals between devices.

**HARD COPY.** Printed output of computer data.

**HARDWARE.** All the 'hard' or physical components of a computer.

**HERTZ.** A unit of frequency equal to 1 cycle per second. 4 mHz = 4 million cycles per second.

**HIGH LEVEL LANGUAGE.** A computer programming language that employs human words and language conventions. Also called 'abstract' as the language is not concerned with specific machine requirements.

**IC.** Integrated Circuit.

**INDEX.** An order of reference.

**INPUT.** The function of feeding data into a computer or peripheral device.

**I/O.** Input-output.

**INTERFACE.** Where two or more devices meet or are connected, enabling them to correctly recognize and communicate with each other.

**INTERPRETER.** That portion of the **OPERATING SYSTEM SOFTWARE** which enables a high-level program to be executed by reading it and translating each instruction into machine language for the CPU to understand and act on.

**INTERRUPT.** To stop a process in such a way that it can be resumed without any loss or difficulty.

**JUSTIFY.** To print so that the left and right margins are even.

**K.** Two to the tenth power, or 1,024 in decimal notation. Loosely referred to as 1000.

**LANGUAGE.** A set of words and representations with a defined convention of use.

**LIBRARY.** Generally a set of related files. A file called **SYSTEM.LIBRARY** contains information vital to the Pascal Operating System.

**LINE PRINTER.** A device which prints a line of characters as one unit.

**LIQUIDITY.** A financial condition describing the ability to meet current liabilities with available cash or readily convertible funds.

**LSI.** Large Scale Integration. The complex technique of integrating thousands of electronic circuits onto one small **CHIP**.

**MACHINE LANGUAGE.** The particular pattern of **CODING** recognized as instructions by each CPU.

**MAIN FRAME.** An informal title given to very large computers with vast amounts of **RAM** and very complex and powerful **OPERATING SYSTEMS**.

**MASS STORAGE.** Storage media provided by **PERIPHERAL** device, usually a **HARD DISK**.

**MASTER RECORD.** A major group of data fields, complete in itself, that is central to a programs designed function.

**MEGA.** A million. Mb: 1,000,000 bytes. MHz: see **HERTZ**.

**MENU.** The screen-displayed range of options available to the user at a given point in a program.

**MICROCOMPUTER.** A small computer usually using a single chip CPU otherwise known as a **MICROPROCESSOR**. Its capabilities lie between a calculator and a **MAINFRAME** computer.

**MNEMONIC SYMBOL.** A symbol or abbreviation representing a machine language instruction, but identifiable in human terms. (e.g. mpy=multiply)

**MODEM** Modulator-DEModulator. A device enabling computers to communicate using telephone system lines. Acoustic Modems allow the use of a normal telephone hand-set without requiring special wiring.

**MOTHERBOARD.** That portion of the computer's main circuit board which has provision for ancilliary circuit boards to be connected.

**MTD.** Month-to-Date.





## 6S ... SOFTWARE SUCCESS

**MULTI-USER SYSTEM.** A computer powerful enough to perform two or more tasks concurrently, and/or control the operation of other terminals and peripheral devices.

**N.** Numeric or number input only.

**NAME KEY.** A data field used as an **INDEX** by the computer for identifying data records. Instead of a simple record number, a **NAME KEY** consists of meaningful characters which enables the operator to easily identify and retrieve records.

**NETWORK.** A method of connecting a variety of computers and peripherals on a common transport line, without a central or coordinating computer.

**OBJECT CODE.** A program that has been **COMPILED** from a **HIGH-LEVEL LANGUAGE**.

**ONLINE.** Equipment or devices attached to, communicating with and/or under the control of a computer.

**OPEN-ITEM.** An accounting method where all transactions are retained, carried forward at end-of-period processing, and reported on individually until they are fully processed. Compare with **BALANCE BROUGHT FORWARD**.

**OPERATING SYSTEM SOFTWARE.** A set of computer programs devoted to the operation and management of the computer itself, and its peripherals. Applications software usually cannot run without the operating system. Sophisticated operating systems are invariably loaded into the computer in the same way as applications software — from disk.

**OUTPUT.** Data sent out from or by the computer to any terminal or peripheral device.

**PARALLEL INTERFACING.** A method of moving data in which all data bits in a **WORD** are transferred simultaneously on separate data lines.

**PARITY CHECKING.** An accuracy check on data transmission performed on each **BYTE** by means of adding a spare **BIT** to ensure that the sum of bits transmitted is always **ODD** or **EVEN** as nominated.

**PASCAL.** A powerful **HIGH LEVEL PROGRAM LANGUAGE**. Named by its developer N. Wirth after a noted French scholar, Blaise Pascal, and hence not an acronym.

**PCB.** Printed Circuit Board.

**PERIPHERALS.** Device designed to work with a computer, but not an essential part of the computer itself. Devices for **INPUT**, **OUTPUT** or both.

**PRINTER.** A **PERIPHERAL** for producing a paper copy of computer output.

**PROGRAM.** A set of instructions in a computer language.

**PROTOCOL.** A code of standards controlling information exchange between computers.

**p-SYSTEM.** A potent **OPERATING SYSTEM** gaining rapid world-wide acceptance because it is not machine dependent, and therefore capable of running on all 8- and 16-bit computers. A number of languages and all popular assemblers are supported.

**RAM.** Random Access Memory. A storage area with a finite number of addresses into which the computer can write or read from instantly and randomly. The amount of **RAM** in a computer has a large bearing on the complexity of tasks that the computer can perform.

**RECORD.** A group of data fields. See **MASTER RECORD**.

**REFRESH.** The process of restoring the contents of **DYNAMIC** memory devices.

**REGULATOR.** In the context of power supply, a device which connects the computer to mains power. It controls the purity and consistency of the electricity supplied to the computer.

**RESET.** To quit from any given computer operation and return to the initial boot state.

**ROM.** Read Only Memory. A storage area which contains permanently written information which can be read only. It is not erasable, nor is it dependent on electrical current to retain its information.

**RS-232C.** A common **PROTOCOL** for **SERIAL I/O** communications.

**SERIAL INTERFACING.** A method of moving data in which all data bits are transferred in sequence down one data line. Compare **PARALLEL**.

**SOFTWARE.** A complete computer program. A set of instructions processed by a computer to perform specific tasks.

**SOLVENT.** Financially sound. The condition of having more assets than liabilities, or owing more than you owe.

**SOURCE CODE.** A program as it is written in a high-level language before it is compiled.

**SYNTAX.** The structure of expressions in a language.

**SYSTEM.** A combination of parts which together form an organised entity, a complete arrangement. There are essentially **SIX** key facets to a computer system.

**TERMINAL.** A computer **PERIPHERAL** for two-way communication with the host computer.

**TRANSACTION.** In accounting terms, the recorded details of an event which affects account balances.

**TURNKEY.** Applications software which is simply and immediately operational.

**UCSD.** University of California at San Diego.

**WINCHESTER.** A Hard Disk Drive designed specifically for microcomputers. The name does not identify any particular brand or capacity.

**WORD.** A sequence of bits or characters treated as a unit and capable of being stored in one computer location. An 8-bit computer uses an 8-bit **WORD**, 16-bit computers use 16-bit words, and so on.

**YTD.** Year-To-Date.

» The symbol used in 6S documentation to represent the **RETURN KEY** on your computer keyboard.



## **COPY OF RETAIL CUSTOMER'S ORDER — 6S COMPUTER PROGRAMS PART A**

### **DEALER:**

### **TERMS AND CONDITIONS OF OFFER AND THE CONTRACT AND LICENCE RESULTING FROM ITS ACCEPTANCE IN ACCORDANCE WITH THIS ORDER.**

1. Only delivery of Software will constitute acceptance of the Offer.
2. By acquiring Software Customer acquires by way of licence only RESTRICTED RIGHTS TO USE PROGRAMS. Customer is licensed to use each Program only:—
  - 2.1 By re-recording it onto extra diskettes, using only those extra diskettes for the actual operation of the Program in accordance with the Manual and the original Diskette;
  - 2.2 On and with the Hardware and at the Specified Location UNLESS,
    - 2.2.1 prior written notice of Customer's wish to use the Program on other hardware or at another address, specifying the new hardware and address, is given to Dealer,
    - 2.2.2 Customer reimburses Dealer for the 6S standard charges as amended from time to time; and
    - 2.2.3 Dealer and 6S consent in writing to such use; and
  - 2.3 To process customer's own data.
3. 6S has reserved all other rights in Programs and the Manual including without limitation copyright and the right of sale to others.
  - 3.1 By acquiring Programs for re-supply to customer Dealer acquires a HEAD LICENCE (on the terms set out after this Order) which is an ENCUMBRANCE whereby Dealer may transfer to Customer only such title as Dealer may have subject to the restrictions set out in this Order.
  - 3.2 The Licence and all rights and obligations under it are personal to Customer and are not to be assigned or sub-licensed by Customer.
  - 3.3 Customer will make no copies of or duplicate Programs or the Manual or any part for any purpose whatever unless expressly permitted by this Order.
  - 3.4 Customer will instruct all its staff from time to time having access to Programs or the Manual not to copy or duplicate them or any part or to make any disclosure relating to either of them to others.
  - 3.5 Without limiting the provisions of Clause 2.3 Programs may not be used by Customer, directly or indirectly, to render services to others whether by providing enhanced machine time, time sharing, application processing, bureau services or otherwise.
  - 3.6 The Licence may be revoked by Dealer if it is exceeded and if Customer commits any other serious breach.
4. Customer accepts the entire responsibility for:
  - \* selection of software to achieve Customer's intended results
  - \* its use
  - \* the results obtained from it
  - \* selection, use of and results obtained from any other computer programs and any programming, computer, peripheral device or other machine or services used with Software
  - \* provision of adequate electrical power.

### **\*\*\*\*\* WARRANTIES \*\*\*\*\***

5. It is warranted that:—
  - 5.1 Programs will be capable of operating in accordance with the Manual for two years from delivery; and
  - 5.2 Diskettes are in good working order when delivered.
6. The above warranties do not cover any result of:
  - \* accident
  - \* disaster (including but not limited to fire, flood, explosion, lightning and earthquake)
  - \* alteration of Programs or the medium on which they are from time to time recorded
  - \* using any computer or other machine
  - \* failure to discharge at all times the responsibilities undertaken by the Customer in Clause 4.
7. Except to the extent that Clause 8 or Clause 9 applies, —
  - 7.1 liability under Clause 5.1 is conditional on Customer returning diskettes to Dealer together with a copy of the relevant data files of Customer, in each case freight paid;
  - 7.2 liability under Clause 5.2 is conditional on Dealer receiving Diskettes within seven days after delivery to Customer;
  - 7.3 liability under each provision of Clause 5 shall be limited to REPLACEMENT ONLY of Diskettes and Programs originally supplied, no refunds will be given and the current state of data files will be the sole responsibility of Customer;
  - 7.4 the provisions of Clauses 4 to 7.3 (inclusive) are in lieu of all other warranties, conditions, undertakings and liabilities express or implied including but not limited to the implied warranties or conditions of merchantable quality and fitness for purpose and those arising by statute or otherwise in law or from a course of dealing or usage of trade, in each case irrespective of the nature of any cause of action of Customer under or in connection with the subject matter of this Order including but not limited to claims, demands and actions for breach of contract or in tort including negligence or misrepresentation; and
  - 7.5 this Order is the complete and exclusive statement of the Offer and the contract and Licence resulting from its acceptance in accordance with this Order which supersedes all orders, offers and contracts, oral or written, and all other communications between the parties as to or in connection with the subject matter of this Order.



8. In the event that the supply of Software, replacements or any other matter or the provision of Training or any other services by or on behalf of Dealer is or involves the supply of goods or services to a consumer as defined in the Trade Practices Act 1974 ("the Act") as amended no term of the contract of supply or Licence purports to or shall exclude, restrict or modify (or has that effect on) any condition, warranty, right or remedy which applies pursuant to the Act. Provided that to the extent that the Act permits Dealer to limit its liability for a breach of a condition or warranty implied by the Act then Dealer's liability for such breach shall be limited to:-
- 8.1 in the case of goods payment of the cost of replacing them or acquiring equivalent goods; and
- 8.2 in the case of services payment of the cost of having them supplied again.
9. In the event that any provision of legislation from time to time of any State or Territory of Australia applies to this Order or in connection with the subject matter of this Order and its effect cannot be excluded from or modified by this Order no term of this Order purports to or shall exclude or modify its effect.
- 10.1 Except to the extent expressly provided below Dealer is not in any way the agent of 6S and Customer shall not at any time have any right or claim against 6S.
- 10.2 In the event that particulars of Software originally inserted above do not correctly or sufficiently refer to a 6S program Dealer and 6S as the Dealer's agent are authorised to modify or add to the particulars in good faith so that they adequately refer to an approximately equivalent 6S program.
- 10.3 6S shall as the agent of the Dealer for a reasonable period after delivery provide telephone support to Customer by answering enquiries.
- 10.4 6S SHALL NOT IN ANY CIRCUMSTANCES WHATSOEVER BE UNDER LIABILITY AT ALL TO CUSTOMER OR OTHERS IN POSSESSION OF A COPY OF THIS ORDER FOR ANY LOSS DAMAGE OR DELAY ARISING OR RESULTING DIRECTLY OR INDIRECTLY FROM ANY ACT NEGLIGENCE OR DEFAULT ON THE PART OF 6S WHILE ACTING IN THE COURSE OF OR IN CONNECTION WITH ITS EMPLOYMENT AS AGENT and without limiting the foregoing every exemption, limitation, condition and liberty contained in this Order and every right, exemption from liability, defence and immunity of whatsoever nature applicable to Dealer or to which Dealer is entitled under this Order shall also be available and shall extend to protect 6S acting as aforesaid and for the purpose of all the foregoing provisions of this Clause (but for no other purpose) Dealer is or shall be deemed to be acting as agent or trustee on behalf of and for the benefit of 6S and 6S shall to this extent (but no further) be or be deemed to be a party to this order.
11. In this Order unless the context or subject matter otherwise requires:-
- 11.1 "Customer" includes the successors or legal personal representatives of the Customer;
- 11.2 "Dealer" includes the successors and assigns of the Dealer;
- 11.3 "Hardware" means the items described above under the heading "Hardware" or items substituted pursuant to Clause 2.2 as the case may be;
- 11.4 "Licence" means the licence resulting from acceptance of the Offer in accordance with this Order;
- 11.5 "Manual" means the standard 6S operating instructions for the Program together with and subject to any amendments 6S may (but without being obliged) from time to time issue to Customer;
- 11.6 "Offer" means the offer contained in this Order;
- 11.7 "Order" means the particulars and provisions set out on the face and on the back of this document and "this Order" has a corresponding meaning;
- 11.8 "6S" means and includes Six 'S' Business Advisory Pty. Ltd. its successors and assigns;
- 11.9 "Specified Location" means the address given above under the heading "Address of Hardware" or any address which is substituted pursuant to Clause 2.2 as the case may be;
- 11.10 Each reference in this Order to "Software", "Programs", "Diskettes" and "Training" is a reference to the items and services respectively described above;
- 11.11 Words in the singular shall include the plural and vice versa and words importing one gender shall include the other; and
- 11.12 Where more than one Customer is named above each Customer shall be bound jointly and severally by the Licence and the contract resulting from acceptance of the Offer.

\*\*\*\*\* **WHOLESALE ORDER** \*\*\*\*\*

**and Offer to Acquire Program Head Licence**

TO: 6S FROM: Dealer

Dealer hereby offers to acquire Software from 6S at 6S' standard charges as amended from time to time and on the following terms and conditions:

- The provisions of and particulars contained in the foregoing copy of an order ("Retail Order") shall (without prejudice to the provisions of Clause 3 of this Order) apply to and be incorporated in this Offer and the contract and Licence resulting from its acceptance in accordance with this Order, as if:-
  - In Clauses Numbered 1 and 3.2 to 11.11 (except for the purposes of Clause 11.2) of the Retail Order, "Customer" referred to Dealer, "Dealer" referred to 6S and "this Order" referred to this present document;
  - Clauses 3 and 4 of this Order were substituted for Clauses 2 and 8 respectively of the Retail Order; and
  - So modified the same were set out in full in this Order.
- Acceptance of this Order will be on the faith of the contents of the Retail Order.
- Dealer's sole right title and interest in and to Programs comprises the right to grant the Licence defined in clause 11.4 of the Retail Order on the terms and conditions specified in the Retail Order.
- In the event that the supply of Software, replacements or other matter is or involves the supply of goods by a manufacturer as defined in the Trade Practices Act 1974 ("the Act") no term of the contract of supply or Licence purports to or shall exclude, restrict or modify (or has the effect on) any liability which may arise pursuant to the Act. Provided that to the extent that the Act permits 6S to limit liability which may arise pursuant to the Act then 6S' liability shall be limited to payment of the cost of replacing or of acquiring equivalent goods.
- 6S shall be absolved of and indemnified by Dealer at all times for all liability or responsibility to Dealer or to others for the use of the form of the Retail Order.
- Dealer shall in connection with any consent given or to be given by 6S as provided in Clause 2.2 of the Retail Order deliver to 6S a copy of the notice received in that respect from the Customer.
- Dealer hereby appoints 6S to be the agent of Dealer for the purposes of Clause 11 of the Retail Order.

SIGNED by Dealer .....  
or by a Duly Authorised Signatory.

DATED / /198



## SIX "S" BUSINESS PACK - ORDER DETAILS

## PART C

## CUSTOMER:

NAME:

ADDRESS:

Post Code

PHONE:

## HARDWARE

COMPUTER TYPE: \_\_\_\_\_

RAM: \_\_\_\_\_

DISK STORAGE: FLOPPY/HARD. No.: \_\_\_\_\_ CAPACITY: \_\_\_\_\_ (EACH). TYPE: \_\_\_\_\_

PRINTER INTERFACE CARD TYPE: \_\_\_\_\_

HARDWARE MUST HAVE: 80 col screen x 24 lines, 132 Col printer, UCSD p-System, Pascal, or option.

## SOFTWARE

☐ PAYROLL - 6S#2SERIES III ☐SECURITY CODE: MAXIMUM EMPLOYEES: WEEKLY ☐FORTNIGHTLY ☐MONTHLY ☐

STANDARD TIME RATES: T @ 1.0 (ORDINARY) T @ 1.5 (TIME &amp; HALF) T @ 2.0 (DOUBLE TIME)

OTHERS IF REQUIRED:

T @ T @ T @ T @ ADDITIONS BEFORE TAX: LIVING AWAY ☐ (L/A)OTHERS: ALSO INCLUDED IN PROGRAM: HOLIDAY (HOL), SICK LEAVE (SIK), WORKERS COMP (CMP), COMMISSION (COM),  
LONG SERVICE LEAVE PRIOR TO 16/8/78 (LSP), LONG SERVICE LEAVE AFTER 16/8/78 (LSA).ADDITIONS AFTER TAX: 

DEDUCTIONS AFTER TAX:

☐ MED☐ ASSOTHERS: Round off of net pay to whole dollars with excess cents transferred to tax: YES/NO (If YES, first char. of SEC. CODE must be Y)  
PAYROLL TAX:MINIMUM TAXABLE MAXIMUM TAPER AMT DED'N AMT TAX % ☐ MEDICAL☐ VETERINARY☐ PROFESSIONAL BILLING — 6S#6, 9, 10SERIES III ☐

No. of Accounts: \_\_\_\_\_

Monthly Trans: \_\_\_\_\_

Starting Month: \_\_\_\_\_

COMPUTER TO PRINT THIS INFORMATION ON:

INVOICES ☐STATEMENTS ☐☐ INSURANCE BROKERS MANAGEMENT & INFORMATION SYSTEM 6S#7SERIES III ☐

NUMBER OF CLIENTS: \_\_\_\_\_ NUMBER OF POLICIES: \_\_\_\_\_ STARTING MONTH: \_\_\_\_\_

☐ DEBTORS & ☐ INVENTORY 6S#11, 13SERIES III ☐

NUMBER OF DEBTORS: \_\_\_\_\_ NUMBER OF TRANSACTIONS/MONTH: \_\_\_\_\_ NUMBER OF INVENTORY ITEMS: \_\_\_\_\_

COMPUTER TO PRINT ABOVE NAME/ADDRESS ON: INVOICES &amp; STATEMENTS? YES/NO STARTING MONTH: \_\_\_\_\_

☐ CREDITORS & GENERAL LEDGER 6S# 12SERIES III ☐

NUMBER OF CREDITORS: \_\_\_\_\_ NUMBER OF TRANSACTIONS/MONTH: \_\_\_\_\_ STARTING MONTH: \_\_\_\_\_

COMPUTER TO PRINT ABOVE NAME/ADDRESS ON REMITTANCE ADVICES? YES/NO

☐ PROFIT PLOTTER☐ PASCAL LETTER SETTER☐ A.S.K.! (AVAILABLE FIRST QUARTER '83)☐ "THE JANITOR" SET — FOR CARETAKING OF THE PROGRAMS SPECIFIED

COPY THIS PAGE AND ATTACH TO 6S RETAIL ORDER FORM — OBTAINABLE FROM YOUR SUPPLIER, OR 6S.





## **Some of the scores of appreciative comments made about the first printing:**

"... Clear and reasonable answers to the questions most asked about microcomputers in business."

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COMPUTERLAND of BRISBANE and  
COMPUTERLAND of the GOLD  
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"... A straight-forward discussion of the key issues which business people face when computerising. Recommended reading."

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